Compendium of Grammar & Letter Writing

A SHORTER COURSE

OF

ORAL INSTRUCTION

IN

GRAMMAR.

Arranged in a Manner to be Easily Understood and Applied.

DESIGNED ESPECIALLY FOR PRACTICAL INSTRUCTION IN BUSINESS COLLEGES, AND IN ALL SCHOOLS WHERE A MERCANTILE EDUCATION IS GIVEN.

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PREFACE.

THE title page gives a very complete idea of this publication, and it seems only necessary to add a few suggestions by way of a preface to more fully explain what called forth this book and to mention some of its more prominent features. From a somewhat extended experience as a teacher, the author felt that the text-books in grammar were filled with much that was unnecessary to a commercial education, and more especially is this shown to be true when it is considered that a majority of the students do not attend such a college but six months, many of whom have never before made grammar a study. Hence it was deemed highly essential that only important practical topics should be dwelt upon. The plan pursued is to define the various parts of speech, instruct in sentence building and then present errors in syntax for the student's correction, requiring him to assign reasons therefor. Appropriate space is devoted to composition, extended rules for spelling, abbreviations, punctuation, and such other important elements of grammar as are deemed indispensable to a thorough business education. A large space is given to mispronunciation of words, and a still larger one to the misuse of words. These subjects are arranged alphabetically to make them of ready reference, and the student will find it a valuable book for use after he has completed his course. The author during the arrangement of these pages has frequently consulted the works of some of our prominent grammarians, and has adopted many suggestions which seemed to be useful. Among those to whom he feels himself under obligations, and gladly makes this acknowledgment, may be mentioned Brown, Wells, Sill, Swinton, Kerl as grammarians and as philologists, Ayers' Verbalist and Westlake's Practice Words. If this book shall succeed in relieving the important study of grammar of much that is not essential and of pointing out a more attractive and shorter route of travel to make good writers and speakers, the author will feel well compensated for the time and labor bestowed in its publication. Craving the indulgence of critics for any short-comings, and hoping to merit the approval of co-laborers in the cause of science, the author presents for deliberation his "Shorter Course of Oral Instruction in Grammar."

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GRAMMAR EXERCISES.

Language is a system of sounds for expressing thoughts.

Language is either *spoken* or *written*.

English Grammar treats of the laws and forms of the English language, and teaches how to speak and write it correctly.

The basis of Grammar is the usage of our best writers and speakers.

English Grammar is divided into four parts, *Orthography*, *Etymology*, *Syntax*, and *Prosody*.

Orthography is derived from the Greek *orthos*, correct, and *grapho*, to write. It treats of the property of letters, and teaches the art of writing words correctly.

Etymology (Greek *etumon*, true, and *logos*, word). It treats of the various inflections and modifications of words, and shows how they are formed from their simple roots.

Syntax (Greek *suntaxis*, act of arranging or putting together). It treats of the proper arrangement of words in sentences, according to established usage.

Prosody treats of punctuation, of the quantity of syllables, of accent, and of the laws of versification.

ALPHABET.

A **Letter** is a character that denotes one or more elementary sounds. There are about forty elementary sounds, represented by twenty-six letters called the Alphabet.

A **Syllable** is a letter or combination of letters pronounced by a single impulse of the voice.

A **Word** is a syllable or combination of syllables used to express an idea.

A **Phrase** is two or more words put together, but not expressing a thought.

A **Clause** is a proposition that makes but a part of a sentence.

A **Sentence** is a group of words making complete sense, and is followed by a full pause.

SPELLING.

Spelling is the art of arranging letters into words in accordance with the best usage. This art can best be acquired by careful observations in reading, by writing, and by reference to dictionaries.

RULES FOR SPELLING.

Words may be divided into three classes, **Primitive**, **Derivative**, and **Compound.**

PRIMITIVE WORDS—Rules for Primitives.

RULE 1.—*Monosyllables ending in* f, l, *or* s, *preceded by a single vowel, double the final consonant.*

EXAMPLES.—Stuff, bell, miss.

RULE 2.—*Words ending in any other consonant than* f, l, *or* s, *do not double the final letter.*

EXAMPLES.—Put, rap, on, trim, brag, star.

EXCEPTIONS.—Add, odd, ebb, egg, inn, bunn, err, burr, purr, butt, buzz, fuzz.

RULE 3.—*The diphthong* ei *generally follows* c *soft and* s. *After other letters* ie *is used.*

EXAMPLES.—Deceive, seize, relieve.

EXCEPTIONS.—Siege, sieve, and a few others.

DERIVATIVE WORDS—Prefixes.

RULE 4.—*Derivatives formed by prefixing one or more syllables to words ending in a double consonant commonly retain both consonants.*

EXAMPLES.—Enroll, befall, foretell (from *roll, fall, tell*).

EXCEPTION.—Until, which is *always* written with one *l.*

(*a*) The final letter of a prefix is sometimes omitted.

EXAMPLES.—*Co*-existent for *con*-existent, *ant*-arctic for *anti*-arctic.

(*b*) The final letter of a prefix is often changed to one which will harmonize in sound with the initial letter of the root.

EXAMPLE.—*Im*-pious for *in*-pious.

(*c*) The final letter of the prefix generally becomes the same as the first letter of the root.

EXAMPLES.—*Il*-limitable, *ir*-radiate, *ac*-cept, *op*-pose.

The principal prefixes which undergo this change are—

Ad = ac, af, ag, al, an, ap, ar, as, at. Con = co, cog, com, col, cor. Dis = dif, di. En = em. E = ex, ec, ef. Od = of, oc, od. Sub = suc, suf, sug, sup, sur, sus. Syn = sym, syl. Trans = tran, tra.

DERIVATIVE WORDS—Suffixes.

RULE 5.—*On receiving a suffix beginning with a vowel, the final consonant of a monosyllable, or any word accented on the last syllable, is doubled, if the root ends with a single consonant preceded by a single vowel; otherwise it remains single.*

EXAMPLES.—Dig-*ing*, digging; defer-*ing*, deferring.

(*a*) In many words ending in *l*, as *travel*, *libel*, *cancel*, *council*, *rival*, etc., the *l* is doubled on adding a suffix beginning with a vowel, though the accent is not on the last syllable; others follow the rule.

(*b*) As *x* final is equivalent to *ks*, it is *never* doubled.

EXAMPLES.—Mix, mixed, mixing.

(*c*) When in the derivative word the accent is changed to a preceding syllable of the root, the final letter is not always doubled.

EXAMPLES.—Prefer, preference; refer, reference; transfer, transferable.

(*d*) The derivatives of *excel*, and of some other words, though the accent is changed, still double the final letter.

EXAMPLES.—Excel', ex'cellent, ex'cellence.

RULE 6.—*On receiving a suffix beginning with a vowel in words ending in* e *silent, the final vowel of the root is dropped.*

EXAMPLES.—Love-*ing*, loving.

It is also dropped in some words ending in *y* or *i*.

EXAMPLES.—Felicity-*ate*, felicitate; dei-*ism*, deism.

(*a*) Contrary to the general rule the final *e* is retained when preceded by *c* or *g* to preserve the soft sound of these letters.

EXAMPLES.—Peace-*able*, peaceable; so, also, we have *singeing* and *swingeing* to distinguish them from *singing* and *swinging*.

(*b*) The final letters *le* when followed by *ly* are dropped.

EXAMPLES.—Noble-*ly*, nobly.

So also *t* or *te* before *ce* or *cy*.

EXAMPLES.—Vagrant-*cy*, vagrancy; prelate-*cy*, prelacy.

(*c*) Words ending in *ll* usually drop one *l* in taking on an additional syllable beginning with a consonant.

EXAMPLE.—Skill-*ful*, skilful.

(*d*) Sometimes when the final *e* is preceded by a vowel, it is dropped before a suffix beginning with a consonant.

EXAMPLES.—True, truly; awe, awful.

The final *e* preceded by a consonant is dropped before a suffix beginning with a consonant in the words *whole*, *wholly; judge*, *judgment; acknowledge*, *acknowledgment; abridge*, *abridgment*.

RULE 7.—*The final* y *of a root is generally changed to* i, *if preceded by a consonant; otherwise it usually remains unchanged.*

EXAMPLES.—Happy-*est*, happiest; duty-*es*, duties.

(*a*) Before the terminations *ly* and *ness*, some words, as, *shy*, *dry*, do not change the final *y*. To prevent doubling the *i*, the *y* is not changed when the suffix begins with *i*.

EXAMPLE.—Marry-*ing*, marrying.

For the same reason, the *e* being dropped by Rule 5, in *die*, *lie*, *tie*, *vie*, the *i* is changed to *y*.

EXAMPLES.—Dying, lying, tying, vying.

(*b*) The *f* in words ending in *f* or *fe*, is often changed to *v* when the suffix begins with a vowel.

EXAMPLE.—Life, lives.

(*c*) From *lay*, *pay*, *stay*, and *say*, though *y* is preceded by a vowel, we have *laid*, *paid*, *staid*, *said*. So from *day* we have *daily*, and from *gay*, *gaily*, though better written *gayly*.

COMPOUND WORDS—Formation.

RULE 8.—*Compound words usually follow the orthography of the primitive words of which they are composed.*

EXAMPLES.—All-powerful, allpowerful; over-throw, overthrow.

(*a*) In compound words which are closely united, *full* and *all* drop the final *l*.

EXAMPLES.—Handful, careful, always, withal.

But in those compounds which are merely temporary, the *ll* is retained.

EXAMPLES.—Full-faced, all-wise.

(*b*) When possessives are compounded with other words, they often drop the apostrophe.

EXAMPLES.—*Herds*man, *helms*man.

(*c*) Chilblain, welcome, welfare, and fulfil, drop one *l;* shepherd, wherever, and whosoever, drop an *e;* and wherefore and therefore assume an *e*.

Contraction in spelling is removing a letter or letters from a word, and using the apostrophe instead; as, *o'er* for *over*. Sometimes two or more words are contracted into one which is also shown by the apostrophe; as, *'twere* for *it were*, o'clock, I'd, won't, etc.

NOTE.—The omission of letters is called an *elision;* the omission of words an *ellipsis*.

Abbreviation is a short way of writing words, by omitting letters and using a period at the end of the contraction; as, *Jno.* for John, *Dr.* for doctor, *Oct.* for October, *O.* for Ohio.

TABLE OF ABBREVIATIONS IN GENERAL USE.

A1, first quality.
Abp., Archbishop.
ad. lib., at option, or at will.
A. D., In the year of our Lord.
Agt., Agent.
A. M., Before Noon, In the year of the world.
Art., Article.
Asst., Assistant.
Atty., Attorney.
B. A. or A. B., Bachelor of Arts.
B. C., Before Christ.
B. C. L., Bachelor of Civil Law.
B. D., Bachelor of Divinity.
B. M., Bachelor of Medicine.
Bp., Bishop.
C. E., Civil Engineer.
Chap., Chapter.
Clk., Clerk.
D. C. L., Doctor of Civil Law.
D. D., Doctor of Divinity.
Deft., Defendant.
Dep. Deputy.
D. G. (Dei Gratia), By the grace of God.
D. V. (Deo Volente), God willing.
E., East. Esq., Esquire.
e. g. or ex. gr., for example.
etc., and to rest, and so on.
F. M., Field-Marshal.
F. R. S., Fellow of the Royal Society.
G., Greek.
Gov., Governor.
hdkf., handkerchief.
Hon., Honorable.
H. M. S., His or Her Majesty's Service or Ship.
H. R. H., His or Her Royal Highness.
Ib. or Ibid., In the same place.
Id. (Idem), the same.
i. e. (id est), that is.
I. H. S., Jesus the Saviour of Men.
incog. (Incognito Ital.), unknown.
I. P. D. (In Præsentia Dominorum), In presence of the Lords.
J. P., Justice of the Peace.
Jr., Junior.
J. V. (or U.) D., Doctor both of Civil and Canon Law.
Lat., Latitude. Long., Longitude.
L. D., Lady Day.
L. B., Bachelor of Laws (the plural being denoted by double L.
LL.D. (Legum Doctor), Doctor of Laws.
l. s. d., pounds, shillings, pence.
M. (*Meridien*), Noon.
M. A. or A. M., Master of Arts.
M. C., Member of Congress.
M. D., Doctor of Medicine.
M. E., Methodist Episcopal.
M. P., Member of Parliament.
M. R. C. S., Member of the Royal College of Surgeons.
Mus. D., Doctor of Music.
N. North.
N. B., Mark well, observe.
N. S., New Style.
Nem. Con. or Nem. diss. No one contradicting or dissenting; unanimously.
O. S., Old Style.
P. C., Privy Councilor.
Plff., Plaintiff.
P. P., Parish Priest.
P. M., Postmaster, afternoon.
Pro tem. (Pro tempore), for the time.
P. S. (Post scriptum), Postscript.
Pres., President.
Prof.. Professor.
Q., Query, Question.
Q. S. (Quantum sufficit), enough.
q. v. (quod vide), which see.
Rev. Reverend.
R. N., Royal Navy.
S., South. Sr., Senior. St., Saint.
Sc., scilicet, same as viz.
Sec., Secretary, seconds, section.
S. L., Solicitor at Law.
Sq. (Sequens), the following; Sqq., do. in the plural..
S. T. P. (Sanctæ Theologiæ Professor), Professor of Theology.
Treas., Treasurer.
U. P., United Presbyterian.
v., verse. vs., against.
W. West.
Xmas., Christmas.
Ye, yt; the, that.

ABBREVIATIONS USED IN BOOK-KEEPING.

@, at, to, per, for or for each.
%, account.
amt., amount.
Ans., answer.
Apr., April.
ass't'd, assorted.
Aug., August.
av. average, avoirdupois.
Bal., Balance.
B. B., Bill Book.
Bbl., Barrel.
bdls., bundles.
bgs., bags.
bkts., baskets.
bls., bales.
b. o., buyer's option.
Bo't., Bought.
B. P., Bills Payable.
bque., barque.
B. R., Bills Receivable.
br., brig.
Bu or Bush., Bushel.
bxs., boxes.
C. (Centum), a hundred; chapter.
c. or ct., cent.
√, Check Mark.
Cap., Capital.
C. B., Cash Book.
Chts., chests.
Cks., checks, casks.
C. O. D., collect on delivery.
Co., Company.
Com., Commission, or committee.
Const., Consignment.
Cr., Creditor.
Cs., cases.
Ct., Count.
cwt., Hundred weight.
D. or d. or dol., dollar.
D. B., Day Book.
Dec., December.
Dft., Draft.
Doz., Dozen.
Do. (Ital. ditto, said), the said, the same.
Dr., Doctor, or debtor.
d's, days.
dwt., pennyweight.
ea., each,
E. E., Errors excepted.
emb'd., embroidered.
Eng., English.
ex., example.
exch., exchange.
Exp., expenses.
E. & O. E., Errors and omissions excepted.
F. or Fol., Folio.
Fav., Favor.
Feb., February.
fig'd., figured.
f. o. b., free on board.
fol., folio.
for'd., forward.
fr., francs.
frt., freight.
ft., feet or foot.
gal., gallon.
gr., grain, gross.
hf., half.
hf. chts., half chests.
hhd., hogshead.
I. or Inv., Invoice.
I. B., Invoice Book.
in., inches.
Ins., Insurance.
Inst. (*Instante*—mense understood), Instant of the present (month); Institute.
Int., Interest.
Inv., invoice, Inventory.
I. O. U., I owe you.
Jan., January.
lb. (libra), pound
Led., Ledger.
L. F., Ledger Folio.
m/a, months after date.
Mar., March.
Mdse., Merchandise.
Mem., Memorandum.
Mo., Month.
MS., Manuscript; MSS., Manuscripts.
No., Number.
Nov., November.
N. P., Notary Public.
Oct., October.
O, I. B., Outward Invoice Book.
oz., ounce.
$^{o}/_{a}$ Old Account.

p., page.
pp., pages.
pay't., payment.
pcs. or ps., pieces.
Pd., paid.
per, by.
per ann. (per annum), by the year.
p. or pr., by the.
pkgs., packages.
plts., plates.
pr., pair.
prox. proximo (the next month).
pts., pints.
pun., puncheon.
qr., quarter.
qts., quarts.
Recd., received.
rec't., receipt.
R. R., Railroad.
s., shilling.
S. B., Sales Book.
Schr., Schooner.
Sept., September.
Sh., Ship.
Shipt., Shipment.
s. o., seller's option.
Str., Steamer.
Sunds., Sundries.
trcs., tierces.
ult. (ultimo — mense understood), In the last (month).
U. S., United States, United Service.
ves., vessel.
viz. (videlicet), to wit; namely.
W. I., West Indies.
wt., weight.
y. or yr., year.
yds., yards.
$, dollar.
£ or L., pound.
%, per cent.
№, number.
+, sign of addition.
−, sign of subtraction.
×, sign of multiplication.
÷, sign of division.
=, sign of equality.
1¼, one and one-fourth.
1½ one and one-half.
1¾, one and three-fourths.

CAPITAL LETTERS.

Capital Letters are used for distinction.

A **capital letter** should begin,—

1. The first word of every sentence.

2. The first word of whatever is separately paragraphed, or is presented as a distinct and important saying.

a. The word *That* of a resolution or enactment.

3. The first word of every quotation.

4. The first word of every line of poetry.

5. Every word or title denoting the Deity.

6. Every proper noun, or each chief word of a proper noun; and every title, whether used alone or in connection with a proper noun.

This rule also includes the following:

The names of the days of the week.

The names of holidays; as, the *Fourth of July*.

The names of months.

The names of religious sects.

The names of clubs, societies, and political parties.

The names of offices and officers, when specific and titular; as, President, Governor.

The names of books, newspapers, magazines, paintings, etc.
The names of great events in history: as, the *Revolution*.
The names of streets, courts, and "places;" as *Main Street*.
The names of hotels and public buildings; as, the *City Hall*.
And generally the names of counties, townships, creeks, hills, etc.

7. Every word derived from a proper noun, provided the word has not taken its place among the common words of the language.

8. The name of an object fully personified; as, "Go ye Winds and bear love's thoughts."

9. The chief words of every phrase or sentence used as a heading or as a title.

10. The pronoun I and interjection O should always be written in capitals. Small letters are preferred in all ordinary writing.

11. Any unusually important word, especially when it denotes the subject of discourse. In advertisements and notices the liberty of capitalizing is carried to an almost unlimited extent.

One hundred years ago all nouns and many other important words were commenced with capitals, and is still in practice in the German language. The tendency of the present generation is to do away as far as possible with their use.

EXERCISES FOR CORRECTION.

Heald's business college 24 post st.
gen. george washington first president of u s.
mr. edwin a. drood of Sanfrancisco.
mrs. helen b. hood, boston mass.
347 willow st. Newyork N. y.
c. p. r. r. offices, cor. 4Th. & townsend st.
Sacramento is capital of california.
The summer months are, june, july, & august.
The college sessions are from 9 am to 4 pm.
Very Respectfully, your Obedient Servant general andrew Jackson.
Hon. Peter Cooper Esq.
Packard's commercial arithmetic.
The states of california oregon & Nevada.
Dr. Valentine Mott M. D.
The Pacific ocean lies bet china & cal.
President Adams received the congratulations of the french, and spanish ministers.
"Trust in god but keep your Powder dry."
Mark twain wrote "life on the Mississippi."
Nellie And i will soon go to eureka Together.

The fourth of July sometimes comes on sunday, Then the fifth will be monday.

The democrats and republicans can never agree.

Remember the old maxim, "honesty is the best policy."

in every leaf that trembles to the breeze
I hear the Voice of god among the trees.

I saw him on wednesday the fourth of July.

Here I and sorrow sit.

Come, gentle spring.

The delighted children cried "merry christmas"

Virgil says "labor conquers all things."

Language is divided into nine *Parts of Speech*, called *Nouns*, *Pronouns*, *Articles*,* *Adjectives*, *Verbs*, *Adverbs*, *Prepositions*, *Conjunctions*, and *Interjections*.

NOUNS.

A **Noun** is the name of any person, place, or thing.

Nouns are of two general kinds, *Common* and *Proper*.

A **Common** Noun is a general name, and is given to all objects of the same kind or class.

A **Proper** Noun is a distinctive name given to a particular person, place or object, and should always begin with a capital letter.

NOTE.—A noun made up of two or more words is to be taken as one proper noun; thus, Heald's Business College, George Washington, Sierra Nevada Mountains, Fourth of July, Alameda County, etc.

We also have the *Collective Noun* and the *Abstract Noun*.

A **Collective** Noun is the name of two or more objects taken together; as the flock, the herd.

An **Abstract** Noun is the name of a quality or condition; as, greatness, sleep, or conduct.

A **Pronoun** is a word used instead of a noun; as, I, thou, you, he, she, it, we, their, them, called *personal* pronouns, and who, which, and what, called *relative* pronouns.

PROPERTIES OF NOUNS AND PRONOUNS.

Nouns and **Pronouns** have four properties, *person*, *gender*, *number*, and *case*.

Person. There are three persons; called the first, second, and third. The *first* person is the person speaking; the *second* person is the person spoken to; the *third* person is the person or thing spoken of.

Gender is a distinction with regard to sex. Most grammarians say,

*A, an, and the, commonly called articles, should be classified as adjectives. Nothing is gained by making them a separate part of speech.

"There are four genders, *masculine*, *feminine*, *common*, and *neuter*. That the *masculine* denotes males, the *feminine* females, the *common* both, and the *neuter* neither." But in reality there are but two genders, masculine and feminine.

NOTE.—*Child* is what grammarians call common gender, which does not distinguish its sex, for every child is either male or female; the word, however, is common to both sexes.

House has no gender, and it were as well to attempt to estimate the wealth of a penniless man as to provide a name expressing the gender of a book, slate, or desk.

EXERCISE.

Write the feminine gender of the following nouns: Brother, son, uncle, hunter, actor, Julius, landlord, executor.

Also the masculine of the following nouns: Niece, roe, queen, heroine, lioness.

NUMBER.

Number is of two kinds, *singular* and *plural*.

The singular number denotes but one.

The plural number denotes more than one.

RULES FOR FORMING THE PLURAL.

RULE 9.—*The plural number is generally formed by annexing s to the singular.*

EXERCISE.

Write the plural of the following: Book, desk, boy, son, daughter, case.

RULE 10.—*When the singular ends in s, sh, z, x, and ch soft, the plural is formed by annexing es, making another syllable;* as, fish, fish-es; bunch, bunch-es; box, box-es.

EXCEPTIONS.—Some nouns ending in o preceded by a consonant take es to form the plural without increasing the syllables; as hero, heroes; potato, potatoes.

EXERCISE.

Write the plural of the following nouns: Kiss, cross, match, adz, tax, compass, horse, miss, thrush.

RULE 11.—*When the singular ends in y, preceded by a consonant, the plural is formed by changing the y into ies;* as, fly, flies; lady, ladies; balcony, balconies.

REMARK.—But when preceded by a vowel the plural is formed by the general rule.

EXERCISE.

Write the plural of the following nouns: Story, party, beauty, joy ray, quality, duty, pony, jury, society, century, donkey.

RULE 12.—*Some nouns ending in f or fe form their plural by changing f or fe into ves;* as, wife, wives; knife, knives.

EXERCISE.

Write the plural of the following nouns: Thief, leaf, self, elf, loaf, shelf, wolf, beef, life, calf, sheaf, half.

REMARK.—Many nouns form their plural irregularly; as, man, men; woman, women; foot, feet; tooth, teeth.

RULE 13.—*Some nouns have no plural;* as, gold, pride, meekness.

RULE 14.—*Proper names of individuals used as such have no plural. When several persons of the same name are spoken of, the noun becomes, in some degree, common, and admits of the plural and takes the article* the *before it;* as, The Smiths, the Jonses; *so, also, when such names are used to denote character;* as, the Washingtons, the Websters.

EXERCISE.

Write the plural of the following nouns: Mouse, goose, ox, deer, die, child, louse, sheep, salmon, cloth, heathen, grouse, penny, pea.

Some nouns have only the plural form; as, breeches, dregs, tongs, nuptials, pantaloons, pincers, victuals, scales, scissors, shears, vitals.

Form the plural of the following words: Gold, cargo, staff, penny, vermin, swine, salmon, pride, chimney, journey donkey, hose, odds, father-in-law, court-martial, dwarf, proof, datum, deer, beau, oasis, Mr., solo, cupful, basketful, sheep, Dr. Drood, Mr. Smith, I, she, you, he, 3, 4, d, e, n, forget-me-not, heathen, knight-templar.

Write the singular of the following words: Do, dice, alms, riches, oats, go, are, were, walk, had, have, men-servants, Messrs., goods, see, recipes, indexes, formulas.

CASE.

The case shows the relation of a noun or pronoun to some other word in the sentence.

There are three cases, *nominative, possessive* and *objective.*

The **Nominative** Case is that form of the noun or pronoun when it is the subject of a verb.

The **Possessive** Case is that form of a noun or pronoun when it expresses possession; as, child, child's.

The **Objective** Case is that form when a noun or pronoun becomes the object of a verb or preposition, and in nouns is the same form as the nominative case.

RULES FOR THE POSSESSIVE CASE.

RULE 15.—*The possessive singular is formed by annexing an apostrophe (') and s to the nominative singular;* as, boy, boy's.

RULE 16.—*The possessive plural is generally formed by annexing an apostrophe to the nominative plural;* as, boys, boys'; *but when the nominative plural does not end in s, the possessive plural is formed like the possessive singular;* as, children, children's; oxen, oxen's.

RULE 17.—*Noun-phrases take the possessive case on the last word;* as, General George Washington's life.

When the ownership is joint, the sign of the possessive case should be on the last mentioned name, thus; a building owned jointly by Jones and Bradley would be written Jones & Bradley's building.

When there is separate ownership, each should have the sign of the possessive case; thus, two buildings, one owned by Jones and the other owned by Bradley, should be written Jones's and Bradley's buildings.

NOTE.—Authors are divided in the formation of the possessive plural of nouns that have only the singular form; such as, *deer, sheep, grouse,* etc., some placing the apostrophe before the s, others after it. We think the latter preferable, for the reason that a distinction is thereby made between the singular and plural forms without any very grave infraction of the laws of grammar; as, *deer's, deers'.*

FALSE SYNTAX.

Cunningham's Curtiss's & Welch's book-store is on Sansome Street.

The horse was driven two day's drive in one.

Have you ever read Popes Poetical Works?

Their fathers wealth was the cause of John and James' downfall.

As shown in exercises on the preceding page, the apostrophe and *s* is not always a sign of the possessive case, but are used to pluralize letters and figures.

In writing, no exceptions should be made in forming the possessive case singular; always form the plural by the use of the apostrophic *s* even though the name end in *s;* as Dickens's works.

EXCEPTIONS.—There are nouns, however, that would sound so very awkwardly it would be best to except them; as, conscience' sake; Moses' book.

Proper nouns have no plural form in the possessive case.

Declension. A noun is said to be *declined* when we name its three cases in the two numbers; the process of doing so is called *declension.*

DECLENSION OF NOUNS.

	BOY.		MAN.		LADY.		SHEEP.	
	SINGULAR.	PLURAL.	SINGULAR.	PLURAL.	SINGULAR.	PLURAL.	SINGULAR.	PLURAL.
Nom.	Boy,	boys,	man,	men,	lady,	ladies,	sheep,	sheep.
Poss.	Boy's,	boys'	man's,	men's,	lady's,	ladies',	sheep's,	sheeps'.
Obj.	Boy,	boys,	man,	men,	lady,	ladies,	sheep,	sheep.

NOTE.—A noun or pronoun denoting the same person or thing is generally in the same case; as, Jones is a printer; Nell is a scholar.

EXERCISE.

Write the *possessive.*, singular and plural (if any), of the following nouns:—

1. child; prince; woman; king; cable; tutor.
2. peril; mercy; father; Henry; aunt; cat.
3. Charles; gardener; brother; poetess; author; painter.
4. sculptor; engineer; sister; Socrates; princess; bridge.
5. house; Peter; righteousness; ox; thief.

PRONOUNS.

Pronoun means, for a noun, and is so called because it is used instead of a noun.

Pronouns are divided into *personal*, *interrogative*, *relative*, *adjective. possessive*, and *compound.*

A **Personal** Pronoun is one that distinguishes grammatical persons,

An **Interrogative** pronoun is one used in asking a question; who, which, and what are the leading ones.

A **Relative** Pronoun is one that immediately follows its antecedent; as, who, which, what, and that.

An **Adjective** Pronoun is a word used as both adjective and pronoun; such as some, other, any, each, every, either, one, all, such, much, many, none, same, few.

A **Possessive** Pronoun represents the owner, and object possessed; as mine, thine, ours, hers or theirs.

A **Compound Personal** Pronoun is a simple pronoun with self or selves annexed; as, himself, themselves, etc.

NOTE.—There are other classifications of pronouns, by grammarians; such as, *definite*, *indefinite*, *distributive*, *reciprocal*, etc., which seem unnecessary to dwell upon in "A shorter Course of Oral Instructions in Grammar."

DECLENSION OF PRONOUNS.

THE PERSONAL PRONOUNS.

The personal pronouns have modifications denoting person, gender, number, and case. They are thus declined:—

		SINGULAR.			PLURAL.		
		NOMINATIVE.	POSSESSIVE.	OBJECTIVE.	NOMINATIVE.	POSSESSIVE.	OBJECTIVE.
First Person,		I,	my *or* mine,	me.	We,	our or ours,	us.
Second,		You,	your *or* yours,	you.	You,	your or yours,	you.
Third,	*Mas.*,	He,	his,	him.	They,	their *or* theirs,	them.
	Fem.,	She,	her *or* hers,	her.			
	Neut.,	It,	its,	it.			

Second person, solemn style, Thou, thy or thine. *Nominative plural*, Ye.

THE RELATIVE AND INTERROGATIVE PRONOUNS.

The relative and interrogative pronouns *who* and *which* have modifications denoting case. *That* and *what* are not declined.

	SINGULAR.			PLURAL.		
	NOMINATIVE	POSSESSIVE	OBJECTIVE	NOMINATIVE	POSSESSIVE	OBJECTIVE
Mas. or *Fem.*	Who,	whose,	whom.	Who,	whose,	whom.
Mas. Fem. or *Neu.*	Which,	whose,	which.	Which,	whose,	which.

EXERCISE.

Tell the *person*, *number*, and *case* of the pronouns.

1. Heaven helps men who help themselves.
2. Promise me that you will send him what he wants.
3. Whatever he asks I will give him.
4. Avoid such companions as do not speak the truth.
5. Who found the money? It was we.
6. We bathed in Great Salt Lake, whose waters floated us like corks.
7. I think I know what you were talking about.
8. This is the dog that worried the cat that caught the rat that ate the malt.
9. Whom did you say she married?
10. What is it worth? What is it good for?

1. Compose a sentence containing the personal pronoun of the first person singular.
2. Compose a sentence containing the personal pronoun of the third person plural.
3. Compose a sentence containing the personal pronoun of the third person, singular number, feminine gender.
4. Compose a sentence containing the relative *who* in the objective case.

VERBS.

Verb is from the Latin *verbum*, meaning word, and signifies *to be*, *to act*, or *to be acted upon;* as, I am, I love, I am loved.

CLASSES.

Verbs are divided with respect to their form, into four classes, *regular*, *irregular*, *redundant*, and *defective*.

A **Regular** Verb is one that forms its past tense and past participle by annexing *d* or *ed* to the present.

NOTE 1.—*The present participle* of all verbs is formed by the suffix *ing* to the root of the verb.

NOTE. 2 —The principle parts of all regular verbs are formed as follows: Present tense, *walk;* past tense, *walked;* present participle, *walking;* past participle, *walked*.

An **Irregular** Verb is a verb that does not form its past tense and past participle with *d* or *ed;* as, *do*, *did*, *doing*, *done*.

A **Redundant Verb** is a verb that forms its past tense or past participle in two or more ways; as, *thrive*, *thriving*, *thrived*, or *thriven*.

A **Defective** Verb is a verb that forms no participle, and is used in but few of the moods and tenses; as, *beware*, *ought*, *quoth*.

QUERY.—Is *hear*, a regular or irregular verb?

Verbs are divided again, with regard to their *significations*, into four classes, *active-transitive*, *active-intransitive*, *passive*, and *neuter*.

An **Active-transitive** Verb is a verb that expresses an action which has some person or thing for its object; as, "Ned *loves* Nell;" "Cain *slew* Abel."

An **Active-intransitive** Verb is a verb that expresses an action which has no person or thing for its object; as, "James *reads*."

REMARK.—A verb that takes the noun *things* and makes good sense after it, is a transitive verb, but when it does not, it is an intransitive verb.

A **Passive** Verb is a verb that represents its subject or nominative, as being acted upon; as, I *am loved*.

A **Neuter** Verb is a verb that expresses neither action nor passion, but simply being or a state of being. He *is*, you *are*.

MODIFICATIONS.

Verbs have modifications of four kinds: namely, **Moods**, **Tenses**, **Numbers**, and **Persons**.

MOODS.

Moods are the different forms of the verb, each of which expresses the action in some particular manner.

There are five moods: the **Infinitive**, the **Indicative**, the **Potential**, the **Subjunctive**, and the **Imperative**.

The **Infinitive** Mood is that form of the verb which expresses the being, action or passion, in an unlimited manner; as, *to run*, *to love*.

The **Indicative** Mood simply indicates or declares a thing or asks a question; as, I *walk*, or, do you *study?*

The **Potential** Mood expresses power, liberty or possibility; as, he *can go*, John *would learn*.

The **Subjunctive** Mood represents the being or action as doubtful and contingent; as, if you *know*, disclose the fact.

The **Imperative** Mood is that form of the verb used to express a command, an entreaty, or permit; as, "Wayward sisters, *depart* in peace." *Forgive* me.

REMARK.—A *finite verb* is a verb not in the infinitive mood.

TENSES.

Tenses are those modifications of the verb which distinguish time.

There are six tenses: the **Present**, the **Past**, the **Present Perfect**, the **Past Perfect**, the **Future**, the **Future Perfect.**

The **Present** Tense expresses the present time; as, I hear a voice.

The **Past** Tense expresses what took place in some time past; as, George excelled in his class yesterday.

The **Present Perfect** Tense expresses an action as completed at the present time; as, John *has read* his book.

The **Past Perfect** Tense denotes past completion, or an event transpiring before some other occurrence; as, Mary *had been excused.*

The **Future** Tense denotes future time; as, I *shall go.*

The **Future Perfect** Tense denotes future completion; as, He *will have eaten.*

PERSONS AND NUMBERS.

RULE 18.—*Verbs, like nouns, have two numbers and three persons, and always agree with the subject nominative in both number and person.*

EXCEPTION.—The Infinitive Mood having no relation to a nominative is exempt from the agreement.

NOTE 1.—Verbs in the *Imperative Mood* commonly agree with the pronouns thou, ye, or you understood; as, *Give* heed to duty's call.

NOTE 2.—The adjuncts of a nominative do not control its agreement with the verb; as, the *hotel*, with the other buildings, *was destroyed.*

NOTE 3.—The *Infinitive Mood*, a phrase or a sentence, is sometimes the subject of a finite verb, the verb should be third person singular; as, "*To see* the sun is pleasant," To *lie* is base. *How far the change would contribute to his welfare*, comes to be considered.

NOTE 4.—A neuter or passive verb between two nominatives should be made to agree with the preceding noun; as, "Words are Wind," except when the words are transposed; as, "The wages of sin *is death*," or when a question is asked; as, Who *are you?*

NOTE 5.—*Dare* and *need* are sometimes used without the *s* in the third person singular.

The foregoing definitions are such as have met the approval of most of our authors of text-books on grammar.

The writer of this treatise does not fully indorse the opinions and views herein set forth, for it seems unnecessary to make more than three divisions of time—the *past*, the *present*, and the *future*—and the author fails to understand how the student is instructed as to the usage of our best writers and speakers by the employment of moods and tenses, and the cumbersome system pursued by grammarians in the conjugation of the verb. It will be the purpose of this publication, in the main, to present as exercises faulty expressions for the student's correction.

FALSE SYNTAX.

You was kindly received.
We was disappointed.
She dares not oppose it.
His pulse are too quick.
Circumstances alters cases
He needs not trouble himself.
Twenty-four pence is two shillings.
On one side was beautiful meadows.
He may pursue what studies he please.
What have become of our cousins?
What says his friends on this subject?
What avails good sentiments with a bad life?
What sounds have each of the vowels?
There were a great number of spectators.
There are an abundance of treatises on this subject.

> While ever and anon there falls
> Huge heaps of hoary, mouldered walls.—*Dyer.*

Not one of the authors who mentions this incident is entitled to credit.

The man and woman that was present, being strangers to him, wondered at his conduct.

> O thou, forever present in my way,
> Who all my motives and my toils survey.

The derivation of these words are uncertain.
Two years' interest were demanded.
One added to nineteen make twenty.
The road to virtue and happiness are open to all.
A round of vain and foolish pursuits delight some folks.
To obtain the praise of men were their only object.

RULE 19.—*When the nominative is a collective noun conveying the idea of plurality, the verb must agree with it in the plural number;* as, The jury have agreed upon a verdict.

RULE 20.—*A collective noun conveying the idea of unity requires a verb in the singular form;* as, The army was defeated; *or it may take the plural form;* as, The armies were defeated.

EXERCISES.

Correct the following:
The people rejoices in that which should cause sorrow.
The committee has attended to their duties.
Mankind was not united by the bonds of civil society.

The majority was not disposed to adopt the measure.

The peasantry goes bare-foot and the middle class makes use of wooden shoes.

All the world is spectators of your conduct.

The church have no power to inflict corporal punishments.

The fleet were seen sailing up the channel.

The meeting have established several salutary regulations.

The regiment consist of a thousand men.

A detachment of two hundred men were immediately sent.

In this business the House of Commons were of no weight.

Are the Senate considered as a separate body?

There are a flock of birds.

To steal and then deny it are a double sin.

To live soberly, righteously, and piously, are required of all men.

That it is our duty to promote peace and harmony among men, admit of no dispute.

The reproofs of instruction is the way of life.

So great an affliction to him was his wicked sons.

What is the latitude and longitude of San Francisco?

RULE 19.—*Two or more singular subjects meaning different things, joined by* and, *take a verb in the plural*; as,

"Judges *and* Senates *have been bought* for gold;
Esteem *and* love *were* never to be sold."—*Pope.*

EXCEPTION 1.—A gentleman and scholar *lives* here. This means that one person is both a "gentleman" and a "scholar," and that he *lives* here. There is but one person spoken of, and notwithstanding we give him two different *names*, the verb is in the singular number, for the reason that the verb makes a statement of a *subject*, and not of its *names*.

EXCEPTION 2.—"Why is dust and ashes proud?" The singular verb is correct, because we are really speaking of one thing, a "man." "Love and love only is the loan for love."—*Young.*

EXCEPTION 3.—The man, and not his servants, is responsible. This sentence is correct. One subject is singular and the other plural. We let the verb agree with the affirmative subject, leaving the negative form to be understood.

EXCEPTION 4.—Can it be said that every man and every woman is happy? When two singular subjects joined by *and* are described by the adjectives *each*, *every* or *no*, the verb takes a singular form.

FALSE SYNTAX.

Temperance and exercise preserves health.

Time and tide waits for no man.

Wealth, honor and happiness forsakes the indolent.

In unity consists the security and welfare of every society.

High pleasures and luxurious living begets satiety.

Wisdom, and not wealth, procure esteem.

Not fear, but labor, have overcome him.

Not her beauty, but her talents, attracts attention.

Each day and each hour bring their portion of duty.

Every house and every cottage were plundered.

The time will come when no oppresser, no unjust man, will be able to screen themselves from punishment.

Town or country are equally agreeable to me.

The king, with the lords, and the commons, compose the British parliament.

To profess, and to possess, is very different things.

NOTE.—The speaker should mention his name last, except in confessing a fault, and then he may assume the first place.

RULE 22.—*Two or more singular subjects joined by* or *or* nor *require a singular verb;* as, John or his brother has the book.

RULE 23.—*When nominatives are of different persons, the verb agrees with the first in preference to the second, and with the second in preference to the third;* as, Neither you nor I am loved.

RULE 24.—*Two or more phrases, like nouns, connected by* and *when they are subjects of a verb, require a plural verb;* as, To be happy, to be good, to be wise, and to be just, are valued qualities.

RULE 25.—*Two or more distinct subject phrases connected by* or *or* nor *require a singular verb.*

FALSE SYNTAX.

Neither imprudence, credulity, nor vanity have ever been imputed to him.

What the heart or the imagination dictate flows readily.

Either ability or inclination were wanting.

The sense or drift of a proposition often depend upon a single letter.

Neither he nor you was there.

Either the boys or I were at fault.

Neither the captain nor the sailors was saved.

Are they or I expected to be there?

Neither he, nor am I, capable of it.

Neither were their riches nor their influence great.

I and my father were riding out.

I and Jane are invited.

They ought to invite me and my sister.

To practice tale-bearing, or even to countenance it, are great injustice.

To reveal secrets or betray one's friends, are contemptible perfidy.

RULE 26.—*When verbs are connected by a conjunction, they must either agree in mood, tense and form, or have separate nominatives expressed;* as, He himself *held* the plow, *sowed* the grain, and *attended* the reapers. She *was* proud, but she *is* now humble.

EXERCISE FALSE SYNTAX.

They would neither go in themselves nor suffered others to enter.

Did he not tell thee his fault, and entreated thee to forgive him?.

The day is approaching, and hastens upon us.

This report was current yesterday, and agrees with what we heard before.

RULE 27.—*The past tense should not be used to compound the tenses, nor should the past participle be used for the past tense;* as, To *have seen*, not, to *have saw*. I *did* it, not, I *done* it.

EXERCISE.

They have chose the part of honor and virtue.

He soon begun to be weary of having nothing to do.

Somebody has broke my slate. I seen him when he done it.

IRREGULAR VERBS.

An **Irregular** Verb is one that does not form its past tense and past participle by annexing *d* or *ed* to the present; as, *see*, *saw*, *seeing*, *seen*.

LIST OF IRREGULAR VERBS.

EXPLANATION.—When a verb has a past, or past participle, or both, of the regular conjugation, this fact is indicated by placing *-ed* after the form or forms. This *-ed* is to be suffixed *to the root*, care being taken to observe the rule of spelling for derivative words.

When the **-ed** is in heavy type it indicates that the **-ed** form is preferable.

The forms in *italics* are either out of use, seldom used, or not used by the best authors.

PRESENT.	PAST.	PRESENT PARTICIPLE.	PAST PARTICIPLE.
abide	abode	abiding	abode
arise	arose	arising	arisen
awake	awoke,-*ed*	awaking	awaked
be *or* am	was	being	been
bear (*to bring forth*)	bore, *bare*	bearing	born
bear (*to carry*)	bore, bare	bearing	borne
beat	beat	beating	beaten, beat
begin	began	beginning	begun
behold	beheld	beholding	beheld
belay	belaid,-*ed*	belaying	belaid,-*ed*
bend	bent,-ed	bending	bent,-ed
bet	bet,-ed	betting	bet,-ed
bereave	bereft	bereaving	bereft,-ed
beseech	besought	beseeching	besought
beware			

PRESENT.	PAST.	PRESENT PARTICIPLE.	PAST PARTICIPLE.
bid	bid, bade	bidding	bidden, bid
bide	bide,-ed	biding	bide,-ed
bind,*-un,-re*	bound	binding	bound
bite	bit	biting	bitten, bit
bleed	bled	bleeding	bled
blend	blent,-ed	blending	blent,-ed
bless	blest,-ed	blessing	blest,-ed
blow	blew	blowing	blown
break	broke, *brake*	breaking	broken, *broke*
breed	bred	breeding	bred
bring	brought	bringing	brought
build,*-re,-up*	built,-ed	building	built,-ed
burn	burnt,-ed	burning	burnt,-ed
burst	burst	bursting	burst
buy	bought	buying	bought
can	could		
cast	cast	casting	cast
catch	caught,*-ed*	catching	caught,*-ed*
chide	chid, *chode*	chiding	chidden, *chid*
choose	chose	choosing	chosen
cleave (*to adhere*)	cleaved, *clave*	cleaving	cleaved
cleave (*to split*)	clove, cleft, *clave*	cleaving	cleft, *cloven*
climb	climbed, *clomb*	climbing	climbed
cling	clung	clinging	clung
clothe	clothed, *clad*	clothing	clad,-ed
come,*-be,-over*	came	coming	come
cost	cost	costing	cost
creep	crept	creeping	crept
crow	crew,-ed	crowing	crowed
cut	cut	cutting	cut
dare (*to venture*)	durst,-ed	daring	dared
deal	dealt,*-ed*	dealing	dealt,*-ed*
dig	dug,*-ed*	digging	dug,-ed
do,*-un,-mis,-over*	did	doing	done
draw,*-with*	drew	drawing	drawn
dream	dreamt,-ed	dreaming	dreamt,-ed
dress,*-un,-re*	drest,-ed	dressing	drest,-ed
drink	drank, *drunk*	drinking	drunk, *drunken*
drive	drove	driving	driven
dwell	dwelt,-ed	dwelling	dwelt,-ed
eat	ate, *eat*	eating	eaten, *eat*
fall,*-be*	fell	falling	fallen
feed	fed	feeding	fed
feel	felt	feeling	felt
fight	fought	fighting	fought
find	found	finding	found
flee	fled	fleeing	fled
fling	flung	flinging	flung
fly	flew	flying	flown
forbear	forbore	forbearing	forborne
forbid	forbade	forbidding	forbidden
forget	forgot	forgetting	forgotten, forgot
forsake	forsook	forsaking	forsaken
freeze	froze	freezing	frozen
freight	freighted	freighting	fraught, freighted
get,*-be,-for*	got,	getting	got, gotten
gild	gilt,-ed	gilding	gilt,-ed
gird,*-be,-un,-en*	girt,-ed	girding	girt,-ed
give,*-for,-mis*	gave	giving	given
go,*-fore,-under*	went	going	gone
grave,*-en*	graved	graving	graven,-ed
grind	ground	grinding	ground

PRESENT.	PAST.	PRESENT PARTICIPLE.	PAST PARTICIPLE.
grow	grew	growing	grown
hang*	hung	hanging	hung
have	had	having	had
hear,-*over*	heard	hearing	heard
heave	hove,-**ed**	heaving	hoven,-**ed**
hew	hewed	hewing	hewn,-ed
hide	hid	hiding	hidded, hid
hit	hit	hitting	hit
hold,-*be*,-*with*,-*up*	held	holding	held, *holden*
hurt	hurt	hurting	hurt
keep	kept	keeping	kept
kneel	knelt,-ed	kneeling	knelt,-ed
knit	knit,-ed	knitting	knit,-ed
know,-*fore*	knew	knowing	known
lade	laded	lading	laded, laden
lay,-*in*	laid	laying	laid
lead,-*mis*	led	leading	led
leap	leapt,-**ed**	leaping	leapt,-**ed**
learn	learnt,-**ed**	learning	learnt,-**ed**
leave	left	leaving	left
lend	lent	lending	lent
let	let	letting	let
lie (*to recline*)	lay	lying	lain
light	lit,-**ed**	lighting	lit,-**ed**
load,-*un*,-*over*	loaded	loading	loaded, laden
lose	lost	losing	lost
make	made	making	made
may	might		
mean	meant	meaning	meant
meet	met	meeting	met
mow	mowed	mowing	mown,-**ed**
must			
ought			
outdo	outdid	outdoing	outdone
pass	past,-**ed**	passing	past,-**ed**
pay,-*re*	paid	paying	paid
pen (*to enclose*)	pent,-**ed**	penning	pent,-**ed**
prove	proved	proving	proven,-**ed**
put	put	putting	put
quit	quit,-ed quoth	quitting	quit,-**ed**
rap	rapt,-**ed**	rapping	rapt,-**ed**
read	read	reading	read
rend	rent	rending	rent
rid	rid	ridding	rid
ride	rode, *rid*	riding	ridden, *rid*
ring	rung, *rang*	ringing	rung
rise,-*a*	rose	rising	risen
rive	rived	riving	riven,-ed
run,-*out*	ran, *run*	running	run
saw	sawed	sawing	sawn,-**ed**
say,-*un*,-*gain*	said	saying	said
see,-*fore*	saw	seeing	seen
seek	sought	seeking	sought
seethe	sod,-**ed**	seething	sodden,-ed
sell	sold	selling	sold
send	sent	sending	sent
set,-be	set	setting	set
shake	shook	shaking	shaken
shall	should		

**Hang*, to take life by hanging, is *regular*.

PRESENT.	PAST.	PRESENT PARTICIPLE.	PAST PARTICIPLE.
shape,-*mis*	shaped	shaping	*shapen*,-ed
shave	shaved	shaving	shaven,-ed
shear	sheared, *shore*	shearing	shorn,-ed
shed	shed	shedding	shed
shine	shone,-ed	shining	shone,-ed
shoe	shod	shoeing	shod
shoot,-*over*	shot	shooting	shot
show	showed	showing	shown,-ed
shred	shred	shredding	shred
shrink	shrunk, *shrank*	shrinking	shrunk, *shrunken*
shut	shut	shutting	shut
sing	sang, *sung*	singing	sung
sink	sank, *sunk*	sinking	sunk
sit	sat	sitting	sat
slay	slew	slaying	slain
sleep	slept	sleeping	slept
slide	slid	sliding	slidden, slid
sling	slung, *slang*	slinging	slung
slink	slunk, *slank*	slinking	slunk
slit	slit,-ed	slitting	slit,-ed
smell	smelt,-ed	smelling	smelt,-ed
smite	smote	smiting	smitten, *smit*
sow (*to scatter*)	sowed	sowing	sown,-ed
speak,-*be*	spoke, *spake*	speaking	spoken
speed	sped,-ed	speeding	sped,-ed
spell,-*mis*	spelt,-ed	spelling	spelt,-ed
spend,-*mis*	spent	spending	spent
spill	spilt,-ed	spilling	spilt,-ed
spin	spun, *span*	spinning	spun
spit*	spit, *spat*	spitting	spit
split	split,-*ed*	splitting	split,-*ed*
spoil	spoilt,-ed	spoiling	spoilt,-ed
spread,-*over*,-*be*	spread	spreading	spread
spring	sprung, *sprang*	springing	sprung
stand,-*with*,-*under*	stood	standing	stood
stave	stove,-ed	staving	stove,-ed
stay	staid,-ed	staying	staid,-ed
steal	stole	stealing	stolen
stick	stuck	sticking	stuck
sting	stung	stinging	stung
stride,-be	strode, *strid*	striding	stridden
strike	struck	striking	struck, stricken
string	strung	stringing	strung
strive	strove	striving	striven
strow,-*strew*,-*be*	strowed, *strewed*	strowing *or* strewing	strown, strewn
swear,-*for*	swore, *sware*	swearing	sworn
sweat	sweat,-ed	sweating	sweat,-ed
sweep	swept	sweeping	swept
swell	swelled	swelling	swollen,-ed
swim	swam, *swum*	swimming	swum
swing,-*re*,-*over*	swung	swinging	swung
take,-*mis*,-*under*,-*re*	took	taking	taken
teach,-*un*,-*mis*	taught	teaching	taught
tear	tore, *tare*	tearing	torn
tell,-*fore*	told	telling	told
think,-*be*	thought	thinking	thought
thrive	throve,-ed	thriving	thriven,-ed
throw,-*over*	threw	throwing	thrown
thrust	thrust	thrusting	thrust
tread,-*re*	trod	treading	trodden, trod

**Spit*, to put on a spit, is *regular*.

PRESENT.	PAST.	PRESENT PARTICIPLE.	PAST PARTICIPLE.
wake	woke, -**ed**	waking	woke, -**ed**
wax	waxed	waxing	waxen, -**ed**
wear	wore	wearing	worn
weave	wove	weaving	woven
wed	wed, -**ed**	wedding	wed, -**ed**
weep	wept	weeping	wept
wet	wet, -ed	wetting	wet, -ed
whet	whet, -ed	whetting	whet, -ed
will	would	willing	
win	won	winning	won
wind, -*un*	wound, -ed	winding	wound
work	wrought, -ed	working	wrought, -ed
wot	wist		
wring	wrung, -ed	wringing	wrung, -ed
write	wrote, *writ*	writing	written

ADJECTIVES.

An **Adjective** is a word used to describe, qualify or limit a noun or pronoun; as, a *good* boy, *ten* men, a *white* horse, *that* book, *the* children, *a* cow.

Adjectives are divided into five kinds, as follows: **Descriptive, Definitive, Proper, Compound** and **Participial.**

A **Descriptive** adjective describes or qualifies; as, *good, bad,* etc.

A **Definitive** adjective defines or limits. The following are the principal ones: *a* or *an*, *the*, *one*, *two*, *three*, etc., *this*, *that*, *these*, *those*, *each*, *every*, *either*, *some*, *other*, *any*, *all*, *much*, *such*, *none*, *many*, *same*, *few both*, *several.*

A **Proper** adjective is one derived from a proper noun; as, *Californian*, *Chinese*, *Platonic.*

A **Compound** adjective is one that consists of two or more words joined together; as, *black-and-tan*, *web-footed*, *sun-burnt.*

A **Participial** adjective is one that has the form of a particip le; as an *amusing* tale.

Adjectives have **Comparison** and **Number.**

Comparison in the use of adjectives is expressing a word in different degrees.

There are three degrees of comparison, **Positive, Comparative,** and **Superlative.**

Positive. An adjective is in the positive degree when it expresses simply quality.

Comparative. An adjective is in the comparative degree when it expresses a quality in a higher or lower degree.

Superlative. An adjective is in the superlative degree when it expresses a quality in the highest or lowest degree.

Adjectives of one syllable are regularly compared by annexing *er* to

the positive to form the comparative, and *est* to form the superlative; as, *strong, stronger, strongest.*

Adjectives of more than one syllable are usually compared with the adverbs *more* and *most*, or *less* and *least;* as, *beautiful, more beautiful, most beautiful.*

EXCEPTION.—Words of two syllables that end in *y, re, w,* or *le,* or have the accent on the second syllable are also compared by annexing *er* and *est*; as *happy-er-est, able-er-est, narrow-er-est.*

Many adjectives are irregularly compared; as, *good, better, best, little, less, least, much, more, most.*

REMARK.—*Square, round, dead, one, two, three,* etc., *universal, American, equal,* and words of like import, cannot be expressed in different degrees, and will not admit of comparison.

Phrases are often used as adjectives; as, There is no place *of safety* for him; The path *through the meadow* is the nearest; The trees *growing along the river* are the largest.

Clauses are often used as adjectives; as, the lady *who sings so well* came from Italy.

The only adjectives that admit of number are *this, one, that,* and *other,* the plural being *these, ones, those,* and *others.*

The following adjectives want the positive: *nether, nethermost; under, undermost; hither, hithermost;* of those that have no comparative: *top, topmost; head, headmost; north, northmost; southern, southernmost.*

Either and *neither* are used when one or two is spoken of; as, *neither* James nor John will go.

RULE 28.—A *and* an *are different forms of* one. *For the sake of euphony,* a *is used before words commencing with a consonant sound, and* an *before words commencing with a vowel sound;* as, a horse, an hour, a man, an ox.

RULE 29.—A, an, *or* the *should be repeated before connected nouns denoting things that are to be distinguished from each other or emphasized;* as, there is a difference between the sin and the sinner; neither the North Pole nor the South Pole has yet been reached.

RULE 30.—A few *and* a little *should be used when opposed to none;* few *when opposed to* many; *and* little *when opposed to* much; as, a few things and a little money were saved from the wreck. Few shall part where many meet.

RULE 31.—*In writing select appropriate adjectives, but do not use them unnecessarily; avoid repetition and exaggeration.*

EXERCISE FOR CORRECTION.

It was splendid fun.
It was a tremendous dew.
It was a gorgeous apple.
The arm chair was roomy and capacious.
It was a lovely cake, but I paid a frightful price for it.

RULE 32.—*The comparative degree is used when two persons or things are spoken of, and the superlative when more than two objects are compared.*

WRITTEN EXERCISE.

Write the comparison of the following adjectives: Good, smart, tall, happy, beautiful, sunny, willing, unworthy, pretty, unhappy, black, little, straight, twenty, Samsonian, eternal, this, French, new.

James is a better scholar than any one in his school. This sentence is incorrect because he is in the school, and it would make him a better scholar than himself. It should be, James is a better scholar than any *other one* in his school.

Nouns are often used as adjectives; as, The *day* school, The *iron* bar, The *morning* sun, Two *millions*, By *tens*.

RULE 33.—*Adjectives should be placed near the noun they are intended to modify. If they are of different rank place nearest the noun the one more closely modifying it. If of the same rank place them where they will sound best—generally the longest word nearest the noun, when they precede it, the shortest when they follow it.*

RULE 34.—*Adjectives, whether denoting unity or plurality, must agree with their nouns in number;* as, one man, two men.

REMARK.—This rule is sometimes disregarded, as observed in the following exceptions: Fifty head of sheep. Ten sail of vessels.

RULE 35.—*When the comparative degree is used, the latter term of comparison should never include the former;* as, Grammar is more beneficial than all the studies, is not correct; other should be used before studies.

RULE 36.—*When the superlative degree is used the latter term of comparison should always include the former:* Penmanship, of all other qualifications, is most useful to the book-keeper. *Incorrect.* Other should be omitted.

RULE 37.—*Adverbs of degree should not be used with adjectives that will not admit of comparison;* as, So universal a custom was never before adopted. Should be so general, etc.

RULE 38.—*In, prose adjectives should never be used for adverbs; but poetical license allows it in poetry.*

"To thee I bend the knee;
To thee my thoughts *continual* climb."—*Thompson.*

EXERCISE FOR CORRECTION.

A new bottle of wine. A fried dish of bacon. Two grey, fiery, little eyes. A dried box of herring. A docile and mild pupil. A pupil docile and mild. A prodigious snowball hit my cheek. The fat two lazy men. The day was delightful and warm. The truth is mighty and will prevail. This ceiling is ten foot high. Give me a ten-feet pole. That was the most unkindest cut of all.—*Shak.* Profane swearing, of all other vices, is the most inexcusable. James was the most active of all his companions.

NOTE.—James could not be one of his own companions.

San Francisco has a greater population than any city on the Pacific Coast. Who broke that tongs? What was the height of those gallows which Haman erected? Ned and Nelly loved one another tenderly. He chose the latter of these three. Trisyllables are often accented on the former syllables. Eve was the fairest of all her daughters. She has a new elegant house. I climbed up three pair of stairs.

ADVERBS.

An **Adverb** is a part of speech used to modify the meaning of a verb, adjective, or other adverb.

There are adverbs of manner, time, place, negation, affirmation, doubt degree, cause, quantity, number.

Most adverbs are formed from adjectives by annexing *ly*, and answer to the question *how?*

Those of place are known by answering to the question *where* or *whither*. Adverbs of time answer to *when*, etc.

The following is a partial list of adverbs: There, much, yes, yea, indeed, not, nay, no, amen, may-be, perhaps, therefore, why, so, here, now, ever, yet, always, when, sometimes, where, yonder, twice, very, too, seldom, less, least, more, first, thirdly, away, hence, most, and most words ending in *ly*.

An **Adverbial Phrase** is an expression peculiar to our own language and fills the office of an adverb; as, *much as, long ago, in vain.*

Adverbs, like adjectives, admit of comparison, although a large proportion cannot be compared.

NOTE.—*Amen, yes,* and *no* are called **Independent Adverbs.**

RULE 39.—*Adverbs sometimes qualify nouns, but in such instances it would be well to classify them as adjectives.* The above remark. This is not a well-chosen word; foregoing would be better.

RULE 40.—*Adverbs ought never to be used instead of adjectives;* as, It seems strangely. Thine often infirmities. Not correct.

The adverb *how* is often incorrectly used; as, She said how she would go.

RULE 41.—*Two negatives in the same sentence make it affirmative. Double negatives are vulgar, says* Goold Brown.

NOTE.—Ever and never are frequently confounded and misapplied, being directly opposite in signification, and many good writers substitute one word for the other; as, He seldom or *ever* goes. It should be *never*.

RULE 42.—*Adverbs should always be placed in the most suitable position in the sentence, and in close proximity to their modifying words.*

EXERCISES FOR CORRECTION.

The story will be never ended. It is impossible continually to be at work. Give him a soon and decisive answer. Where are they all riding in so great haste? He remarked how time was of great value. Whether he is in fault or no I cannot tell. I did not like neither his temper nor his principles. Nothing never can justify ingratitude.

PREPOSITIONS.

Preposition means placing before, and it is used to show the relation of a noun or pronoun to some other word.

NOTE 1.—The noun or pronoun that follows the preposition is in the objective case and governed by it; as, Solomon was the wisest *of men*.

NOTE 2.—A preposition with its object is called a *prepositional phrase*, and can modify or be modified the same as an adverb or adjective.

RULE 43.—*A preposition shows the relation between the noun or pronoun which follows it, and some other word which precedes on which the clause depends, and is usually a verb, participle or noun.*

LIST OF PREPOSITIONS.

Aboard, about, above, according to, across, after, against, along, amid, amidst, among, amongst, as to, around, round, at, athwart, before, behind, below, beneath, beside, besides, between, betwixt, beyond, but, by, concerning, contrary to, down, during, ere, except, excepting, for, from, from out, in, instead of, into, notwithstanding, of, off, on, out of, over, past, respecting, save, since, till, until, to, unto, toward, towards, through, throughout, under, underneath, up, upon, with, within, without.

NOTE 1.—In poetry and in interrogative sentences the preposition often follows the noun.

NOTE 2.—*In* and *into*, while they may often be of like import, yet express quite a different relation. To walk *into* the street and to walk *in* the street, are entirely different in their meanings.

NOTE 3.—*Between* is used with reference to two things or persons; *among*, when referring to a great number.

NOTE 4.—Avoid an ellipsis of a preposition; it is far better to express them.

NOTE 5.—Prepositions ought always be used in conformity with the peculiarities of expression of our language; otherwise, the meaning may be misunderstood.

EXERCISES FOR CORRECTION.

She finds a difficulty of fixing her mind. He was accused for betraying his trust. He had no food and he died for hunger. I have no need of his kind favors. You may depend in what I tell you. They are gone in the meadow. This money should be divided between all four of them. Two brothers should never fight among themselves. Amidst every difficulty he persevered. I was living at San Francisco when this accident occurred. John staid to home. This originated from mistake. Be worthy of me, I am worthy you.—*Dryden*. Thou hadst better reside this side the bay. Rose and Mary are always opposite each other.

CONJUNCTIONS.

Conjunctions are used to connect words, phrases, clauses, or sentences.

The following is a list of conjunctions: And, either–or, neither–nor, therefore, but, hence, if, though, unless, that, lest, because, for, since.

Conjunctions are all alike in their general office, but each has a different use and meaning.

And implies that what follows is additional to what has gone before.

But implies that what follows is opposed to what has gone before.

Yet suggests that what follows is contrary to what would be expected from that which has gone before.

Or shows that the parts joined by it are to be considered separately.

Nor is equivalent to *and not* and is usually employed to prevent the repetition of the negative word.

EXERCISES FOR CORRECTION.

I feared lest I should be left. We were apprehensive some accident had happened. I do not deny but he has merit. Whether he intends to do I cannot tell.

INTERJECTIONS.

An **Interjection** is an independent word, such as O! Alas! or any word expressing surprise or emotion, and is usually followed by the exclamation point.

Those in common use are, adieu! aha! alas! bravo! fie! fudge! hail! heigh-ho! hist! hush! hurrah! O! oh! tut! bang! and many others.

PUNCTUATION.

Punctuation* is the division of written or printed matter into sentences, phrases, or clauses by certain marks called *points*, which aid in exhibiting the meaning and showing more clearly the sense and relations of the words.

The following are those in general use: The comma [,], the semicolon [;], the colon [:], the period [.], the interrogation point [?], the exclamation point [!], the dash [—], the curves [()], the brackets [[]], the hyphen [-], quotation marks (double) [" "], (single) [' '], the apostrophe ['], the acute accent [´], the macron [–], the breve [˘], the diæresis [¨], the caret [ʌ], the section [§], the paragraph [¶], the star [*], single dagger [†], double dagger (‡], the hand (☞).

There are but three principal marks in ordinary letter writing or book-keeping; viz., period, comma, and interrogation point.

The period must be placed after every sentence which simply affirms, denies, or commands; after abbreviations; and after numbers written in Roman notation.

The interrogation point is used when a question is asked.

1. The comma is used to separate phrases or clauses not closely connected with the word it modifies.

2. When the connecting word is omitted.

3. To separate the subject when composed of several nouns.

The other punctuation marks are colon, semicolon, etc.

; The semicolon denotes a longer pause than a comma, and is used when there is less relation existing.

: Colon denotes a still longer pause, and is used when there is less connection that at a semicolon.

! The exclamation point denotes surprise, joy, or other emotion.

— The dash denotes emphasis, abruptness, or sudden change of subject.

*Grammarians usually postpone the consideration of punctuation till near the end of their works, but the author introduces it at this time that the student may be instructed in the *stops and marks* before entering upon sentence making.

() Curves or parentheses are used to inclose some explanation that can be omitted without injuring the sense.

[] Brackets are used to inclose some correction or explanation inserted by another person.

" " Quotation marks inclose words taken from another person.

' ' Single quotation marks inclose a quotation within a quotation.

' The apostrophe denotes possession or omission.

- The hyphen joins parts of a compound word and is placed at the end of a line when part of the word is carried to the next line.

' Accent marks a stress of voice.

– Macron marks the long sound of letter.

' Breve marks the short sound of letter.

·· Diæresis separates two vowels into two syllables.

^ Caret shows where words or letters are to be inserted.

* The star, † dagger, or ‡ double dagger are used as marks of reference to marginal notes. Figures are also used for the same purpose.

☞ The hand is used to call special attention to something.

The comma is the shortest pause, and occupies about the time required to speak a monosyllable.

The semicolon is a pause double that of a comma.

The colon, double that of the semicolon.

The period, double the colon, and is a full stop.

The other stops and marks vary, and the pauses are made in accordance with the sense and construction of the sentence, and may be equal to either of the foregoing.

The comma is the most frequently used, and thereby the most important mark of punctuation.

RULE 44.—*Simple sentences that make up a compound sentence are separated from each other by commas.*

RULE 45.—*When several words are used as the subject of a sentence the conjunction should be omitted and the comma used, except between the last two, when the comma should be omitted and the conjunction used;* as, James, John, Susan, Mary, and William, were left.

NOTE.—When but two words are used the comma should be omitted but the conjunction retained. If, however, the conjunction is understood, the comma must be inserted.

RULE 46.—*Nouns in the independent case should be separated by a comma;* as, "Peace, be still."

RULE 47.—*Words in apposition are separated by a comma.*

RULE 48.—*Words repeated for the sake of emphasis are separated by a comma;* as, very, very, very good!

RULE 49.—*Quotations should be set off by commas, and when it is a complete sentence it should begin with a capital;* as, The teacher says, "The diligent student will surely succeed."

RULE 50.—*Adjectives and participles with their modifiers should be separated by commas;* as, The buck, wounded so that he cannot escape, often turns upon the hunter.

RULE 51.—*The comma is usually given the rising inflection, but the semicolon, colon, and period generally the falling.*

RULE 52.—*The interrogation point has the rising inflection when the question is a direct one, i. e., a question that can be answered by yes or no, but the falling inflection when the question is indirect.*

RULE 53.—*The exclamation point is used to denote wonder or emotion, and its inflection will depend upon the contsruction of the sentence.*

FOR PUNCTUATION.

Pope says The proper study of Mankind is Man How much truth there is in Franklins maxim One today is worth two tomorrows Where is your eye glass Always show to the aged When Socrates was asked what man approached the nearest to perfect happiness he answered That man who has the fewest wants Phocion one of the most illustrious of the ancient Greeks was condemned to death by his ungrateful, countrymen When about to drink the fatal hemlock he was asked if he had anything to say to his son Bring him before me he cried My dear son said this Magnanimous patriot I entreat you to serve your country as faithfully as I have done and to forget that she rewarded my services with an unjust death Know then this truth enough for man to know Virtue alone is happiness below—*Pope*

Sitting there I heard a cry of fire I ran but alas was too late I only heard these dying words Save me save me or I perish

FOR CORRECTION.

Woman without her man, would be a savage.

A divine once read from his pulpit the following notice, "Captain Smith having gone to sea his wife, desires the prayers of this congregation."

Every lady in the land
Has twenty nails upon each hand;
Five and twenty, on hands and feet,
This is true without deceit.

She leads without doubt, a happy life?

REVIEW.

WHAT is a noun? Into what two general classes are nouns divided? What is a common noun? What is a proper noun? What can be said of a proper noun composed of several words? What other kinds of nouns are there? What is a collective noun? What is an abstract noun? What is a pronoun? What are the properties of nouns and pronouns? Define person; gender; number; case. How many persons? What are they called? Define each. How many genders do grammarians usually give? Name them. How many genders really exist? Define each. What can you say of child and house? Write gender exercise, see page 10.

How many numbers? What are they called? Define each. Illustrate each. How is the plural generally formed? (see Rule 9.) Write exercise under Rule 9.

How do nouns ending in s, z, sh, x, and ch soft form their plural? What exceptions? Write exercise under Rule 10. How do nouns ending in y preceded by a consonant form their plurals? How when preceded by a vowel? Write exercise under Rule 11. How do nouns ending in f or fe form their plurals? Write exercise under Rule 12. Name some nouns that form their plurals irregularly. What can be said of the plurals of proper nouns? Give illustrations. Write exercise under Rule 14. Define case. How many cases are there? What is the nominative case? possessive? objective? How is the possessive singular formed? How is the possessive plural formed? How when the nominative plural does not end in s? Give illustrations. How do noun-phrases form their possessive case? In joint ownership how is the possessive case formed? Give illustrations. In separate ownership how formed? Give illustrations. How do nouns that have only the singular form their possessive plurals? Give illustrations. Write exercise under Rule 17, false syntax. What exceptions can be noted? How do proper nouns form their possessive plurals? How is a noun or pronoun declined? Decline boy, man, and sheep. Write exercise forming possessive plural, page 13.

What is a pronoun? How many kinds are there? Name them. What is a personal pronoun? interrogative? relative? adjective? possessive? compound personal? Give illustrations of each. Are there any other classifications of pronouns? What are they? What is said of the declension of pronouns? Decline *I*, *he*, *she* and *it*. Name the relative and interrogative pronouns. Decline *who* and *which*. Decline *that* and *what*. Write exercise page 14 under pronouns, giving person, number, and case of same.

From what is the word *verb* derived? What is its meaning and signification? Into how many classes are verbs divided? Name them. What is a regular verb? How is the present participle formed? How are the principal parts of regular verbs formed? Give illustrations. What is an irregular verb? Give illustrations. What is a redundant verb? Give illustrations. What is a defective verb? Give illustrations. Is *hear* regular or irregular? How are verbs again divided with regard to their significations? What is an active-transitive? active-intransitive? passive? neuter? Give illustrations of each. How may a transitive verb be told? How many modifications have verbs? What are they? What is mood? How many moods are there? Name them. Define the infinitive mood; indicative; potential; subjunctive; imperative. Give illustrations in each. What is a finite verb? What is tense? How many are there? Name them. What does the present tense express? past? present perfect? past perfect? future? future perfect? Give illustrations in each tense. What can be said of the number and person of verbs? (See Rule 18.) What exceptions to the rule? What is said of the imperative mood? Do the adjuncts of a number control its

agreement? What is sometimes made the subject of a finite verb? What is said of *dare* and *need?*

How many divisions of time seem necessary? Write exercise under false syntax, page 17. When a collective noun conveys an idea of plurality, what number must the verb be? Also, whe nconveying the idea of unity? Write exercise under Rule 20. When two or more singular subjects, meaning different things, are joined by *and*, what is the form of the verb? What exceptions can you note? Give illustrations. Write exercise under false syntax, page 18.

What is the form of the verb when two or more singular subjects are joined by *or* or *nor?* Give illustrations. What is said of the verb when nominatives are of different persons? (See Rule 23.) Give illustrations. When phrases are connected by *and* and are subjects of a verb, what is its form? (See Rule 24.) Give illustrations. When connected by *or* or *nor*, what form? (See Rule 25.) Write exercise under Rule 25 (false syntax). What is said of verbs connected by a conjunction? Give illustrations. (See Rule 26.) Write exercise, false syntax, under Rule 26. What is said of the use of the past participle for the past tense? (See Rule 27.) Give examples. Write exercise under Rule 27. Give principal parts of irregular verb? (See list, page 20.)

What is an adjective? Into how many kinds are they divided? Name them. What is a descriptive adjective? Give examples. Definitive? Give the list. Proper? Give examples. Compound? Examples. Participial? Examples. What are the properties of the adjective? What is comparison? How many degrees, and what are they? What does the positive degree express? comparative? superlative? How are adjectives of one syllable regularly compared? Give examples. Of two or more syllables? Give examples. What exceptions? Give examples of irregular comparison. What is said of square, round, dead, etc.? What is said of phrases and clauses? Give examples. What adjectives admit of number? Give examples of adjectives whose positive degree is wanting. Also those that have no comparative. What is said of *either* and *neither?* Give examples. What is said of *a* and *an?* (See Rule 28.) When is *a*, *an*, or *the* used? (See Rule 29.) Give examples. What is said of *few* and *little?* (See Rule 30.) Give examples. What is said of the use of adjectives in writing? (See Rule 31.) Write exercise under Rule 31. When is the comparative degree used? Write exercise under Rule 32. What part of speech is used sometimes as an adjective? Give examples. How should adjectives be placed in a sentence? When should the latter term exclude the former? Give examples. When should it include the former? Give examples. What should not be used with adjectives that will not admit of comparison? (See Rule 37.) When are adjectives used for adverbs? and when is their use not allowable? Write exercise for correction.

What is an adverb? Name the different classes. From what are adverbs usually formed, and how? Name the list of adverbs. How do adverbs generally end? What is an adverbial phrase? Are adverbs compared? Name some independent adverbs. Do adverbs qualify nouns? What ought they then to be called? Give examples. Ought adverbs to be used instead of adjectives? (See Rule 40.) What is said of the adverb *how?* What is said of two negatives in one sentence? What is said of *ever* and *never?* Where should adverbs always be placed in a sentence? Write exercise for correction, Rule 42.

What is the meaning of preposition? For what is it used? What always follows a preposition? What is a preposition with its object called? Give the list of prepositions. How are prepositions placed in interrogative sentences? What is

said of *in* and *into?* Give examples. *Between* and *among?* What should be avoided in prepositions? How should they be used? Write exercise for correction. For what are conjunctions used? Repeat the list. What does *and* imply? *but? yet? or? nor?* Write exercise for correction. What is an interjection? What are those in common use?

What is punctuation? What stops and marks in general use? What three marks in ordinary use in letter-writing and book-keeping? When is the period used? When the interrogation point? For what is the comma used? What does the semicolon denote? colon? exclamation point? dash? curves or parentheses? brackets? quotation marks (double), (single)? the hyphen? apostrophe? accent? macron? breve? diæresis? caret? the star, dagger or double dagger? the hand? Which is the shortest of all the pauses? What length of time should the comma occupy as a pause? semicolon? colon? period? What is said of the other stops and marks? Which is the most important mark? How are commas used in sentences? (See Rule 44.) When should a comma be omitted and a conjunction be used? (See Rule 45.) Give examples. What is said of the use of the comma when the conjunction is understood? What use is made of the comma in the independent case? When words are in apposition? When words are repeated for the sake of emphasis? When in quotations? Of adjectives and participles with their modifiers? What inflection is usually given at the comma? semicolon? colon? period? interrogation point? exclamation point? What is a direct question? indirect? Define the exclamation point and tell its use. Punctuate and correct exercise on page 32.

COMPOSITION.*

THE writing of compositions in a school is one of the most important duties required of the student, and should in some form or other be a daily exercise of every institution of learning. In writing compositions the student is taught penmanship, punctuation, spelling, grammar, and the use of capital letters, together with a knowledge of how to talk, for good writers are fluent and easy speakers. No one can speak properly that has not first been taught to write in full accord with the rules of grammar. While too much stress cannot be laid upon the importance of good penmanship, it is infinitely of more consequence that the student should spell his words rightly. However beautifully and gracefully the curve, angle, and form of a letter may be constructed, its beauty and grace are often hidden from view by a misspelled word. Not only is it important to spell correctly and punctuate properly, but the style of composition, the mode of expression, and the language used are of the utmost importance to a ready writer or good speaker. The great variety of words with which the English language is endowed makes it easy for the diligent student to acquire a habit of writing, but the expression of his ideas should be condensed into the smallest pos-

*The author calls attention to J. Willis Westlake's Three Thousand Practice Words from which he has taken valuable suggestions on this and other subjects in this work.

sible space. The object of every writer should be to advance new ideas, give birth to new thoughts, and to express them in the fewest possible words. It is far easier to write a long letter to communicate a few thoughts than a short one to convey many. Those poets whose names have been handed down to immortality are noted for terseness and for so clothing their subjects in words that the meaning is carried beyond the language used to convey the thought.

In composition, first, Never use one word that might be left out without injury to the sense.

Second—Too many subjects in one sentence will confuse the sense.

Third—Use short sentences—they are better than long ones.

Fourth—Make use of such words as your readers will readily understand.

PREPARATION OF COMPOSITIONS.

Compositions that are to be handed to a teacher for corrections should be prepared as follows:—

DIRECTIONS.

1. PAPER.—Use the regular essay paper, called examination paper. Write only on one side.

2. HEADING.—The subject should be written on the middle of the first line. Every important word in a title or heading should begin with a capital. A blank line should be left between the heading and the composition, unless the heading is short or the lines far apart.

3. MARGIN.—Leave a margin of *half an inch* on the *left hand* side of every page. This direction applies also to letters, varying the width of the margin according to the width of the paper.

4. PARAGRAPHS.—*Indent* the first and every succeeding paragraph *one inch; i. e.*, begin the first line of each paragraph one inch farther to the right than the other lines.

5. SIGNATURE.—The signature should be written on the next line below the close of the essay near the *right hand* edge.

6. PLACE AND DATE.—Write the name of the place and the date on the next line below the signature, near the *left hand* edge.

7. FOLDING.—Fold parallel with the ruled lines, so that the width when folded shall be one-fourth the length of the sheet.

8. ENDORSEMENT.—Write the name across the *upper end*, on the centre fold, one inch from the top. (The *upper* end is formed by the back or original fold of the sheet. It is at the left hand of the first page.) Write the *subject* half an inch below the name, and the *date* half an inch below the subject.

CORRECTION OF COMPOSITIONS.

Written exercises must be corrected; if not, but little improvement will be made. It is an excellent plan for pupils to criticise one another's compositions; each will receive from this practice a double benefit. Then let the teacher correct them, drawing a line under each mistake, indicating the nature of it below, or in some way by signs agreed upon. Those compositions that fall below a certain standard should be rewritten by the pupil and handed to the teacher with the old exercise, the latter serving as a proof-sheet with which to compare the other. The teacher should not, however, criticise the beginner too severely, as by doing so he discourages him. General criticisms may be written at the bottom of the composition.

Teachers cannot be too careful about the observance of the foregoing directions, as it is important that pupils should form habits of order and neatness, and learn the method of writing, folding, and endorsing papers that is everywhere used in business.

FIGURES OF SPEECH.

Hyperbole is to magnify things beyond a proper limit, as,

> "The brightness of her cheek would shame those stars,
> As daylight doth a lamp."—*Shakspeare.*

Personification is "that rhetorical figure which attributes sex, life or action to inanimate objects or ascribes to objects and brutes the act and qualities of rational beings."

"Thou glorious mirror where the Almighty's form glasses itself in tempests."—*Byron's Ode to the Ocean.*

Simile. "In rhetoric a direct and formal comparison is called a *simile.* It is generally denoted by *like*, *as* or *so.* "Her cheeks were like the rose."

Metaphor. "An implied comparison is called a *metaphor.* It is a more terse form of expression than the *simile* in being expressed without any sign of comparison." The emerald grass is a *metaphor;* the grass was as green as emerald is a *simile.*

Irony. "The mode of speech in which what is meant is contrary to the literal meaning of the words, in which praise is bestowed when censure is intended, is called *irony;* as witness Cassius' speech on Cæsar:—

> "And this man is now become a god;
> And Cassius is a wretched creature, and must bend his body,
> If Cæsar carelessly but nod on him."—*Shakspeare.*

Ellipsis is the omission of words. The evening and (the) morning

were the first day. Bring (to) me your book. I knew (that) he would come. Few men are as gentle as he (is gentle).

Apostrophe is a sudden turning away in the fullness of emotion to address some person or object, as,

> "Roll on, ye stars; exult in youthful prime;
> Mark with bright curves the printless steps of time."—*Erasmus Darwin.*

Pleonasm is the use of more words than the sense or the syntax absolutely requires. Either the same word is repeated or an equivalent expression is used, as, I saw her pass, *with my own eyes*. I, *myself*, explained the matter to him. O Absalom, *Absalom!* my son, *my son!*

Elision is the shortening of words by dropping a letter or a syllable. This is mostly done by poets, as, e'er for ever, morn for morning, eve for evening, fount for fountain, plaint for complaint.

Axiom. An axiom is a self-evident and necessary truth; as, The whole is greater than a part. Two and two make four. A thing cannot, at the same time, be, and not be.

Adage. An adage is a saying handed down from antiquity; an old saying which has obtained credit by long use; as, He who proves too much proves nothing.

Maxim. A maxim is a condensed proposition of practical truth; as, "Honesty is the best policy." "Love is love's reward."—*Dryden.*

Proverb. A proverb is an old and common saying, a phrase often repeated; as, "All's well that ends well." "All is not gold that glitters." "The end crowns the means." "Out of the abundance of the heart the mouth speaketh.

Interrogation. Interrogation is used to add force to a saying by means of a question; as, Would any man dare call him coward? *i. e.*, No one would dare call him coward. Will the flowers not fade and the grass wither? *i. e.*, The flowers will fade and the grass wither.

Exclamation. Exclamation expresses emphasis by means of an exclamation; as, How delicious are the first strawberries! *i. e.*, The first strawberries are delicious. How few men are happy!

MISPRONUNCIATION.

The mispronunciation of words is of so frequent occurrence that the author deems it important to devote some space to the subject, hoping thereby to contribute in some degree towards its correction. Our best speakers are somewhat at variance in pronouncing many words, hence not a little discord arises, thereby making the accomplishment of a har-

monious system quite difficult. Another obstacle is that our lexicographers allow more than one pronunciation to many words. While it is not expected that perfection will be reached under these adverse circumstances, yet a careful study of the subjoined words, which have been collated from those in frequent use, will render much assistance to the student towards rectifying our present system of faulty pronunciation. He who faithfully studies these pages will be surprised to learn how little he knows of the pronunciation of his own language, so common are these errors in every class of society. Patience and perseverance only will insure success in this as in every other pursuit.

There are many people who do not seem capable of pronouncing the first sound of *u* after certain consonants. They will say dooty for duty, toon for tune, noo for new, soot for suit, Toosday for Tuesday, institoot for institute. Yet these same blunderers can pronounce correctly *music, muse*, etc. Others there be who invariably drop the *g* in such words as end in *ing*, as, *goin'* for *going*, *comin'* for *coming*, *leavin'* for *leaving*. Then many leave out the *g* in such words as *length; lenth* is their substitute; *strength* being pronounced *strenth*. Another common error is substituting *er* for *ow* in such words as *widow*, *pillow*, *window*, they being pronounced *winder*, *piller* and *widder*. Even educated people make the error of using the word *ways* instead of *way*, as, He went a long *ways*, a little *ways*, instead of, He went a long *way*, a little *way*. Others must put an *r* to such words as *idea*, pronouncing it as though spelled *idear*, or even saying *sor* instead of *saw*. Others interlard all sentences with *says I* or *you know*. And some say *everywheres*, *nowheres*, *somewheres*, *anywheres*, instead of *everywhere*, *nowhere*, *somewhere*, *anywhere*. It is easier and more elegant to say *much* than *a great deal*. There are some who in words like *violet* transpose the letters, calling it *voilet*. The same class pronounce *lilac*, *layloc*.

It is as easy to pronounce such words as *California*, *America*, correctly as to pronounce them *Californy*, *Ameriky*. Abdo'-men, not ab'-domen; ab'-ject, not abject'; a-cross', not a-krawst'; ad'-mi-ral-ty, not ad-mi-ral'-ty; ad'-ver-tise and ad-ver'-tise-ment; a-gain, a-gen, not a-gane; al-ge-bra as though spelled al-ge-brah, not al-ge-bray; al-mond, pronounced ah-mond; a-mē'-na-ble, not a-men'-able; an-ni'-hi-late, not an-ni-late; annunciate, an-nun'-she-ate; an-tip'-o-des, not an'-ti-podz; appreciation, ap-pre-she-a'-shun; ā'-pri-cot, not ap'-ri-cot; Ar'-ab, not a'-rab; Asia, a'-she-a, not a'-zha; A-she-atic; as'-sets, not as-sets'; associate, as-so-she-ate; ate, imperfect of eat, not et; aw'-ful, not aw'-fl; aye, meaning always, ā; ay, meaning yes, i; Be-el'-ze-bub, not bel'-ze-bub; bedstead, bed'-sted, not bed'-stid; Beethoven, ba'-to-fen; be-gŏne, not be-gaun; bellows, bell'us; be-neathe', not be-neath'; be-queathe', not be-queath;

Bis'-marck, not biz'-marck; bombast, bum'bast; bombazine, bumbazine'; bouquet, boo'kay, not bokay; bron-chī'-tis, not bron-ke-tis; Brougham, broo'-am; cal-lig'-ra-phy, not cal-li-gra'phy; ca-nine', not ca'-nine; cas'-si-mere, not kaz'-mere; cătch, not ketch; cay'-enne, not ki-en; cem'-e-ter-y, not cem'-e-try; cham'ois, not sham'-wa; chestnut, not ches'nut; Chinese', chi-neze, not chi-nese'; chiropodist, ki-rop'-o-dist; chiv'-al-ric, not chiv-al'-ric; clan-des'-tine, not clan-des-tine'; co-ad-ju'-tor, not co-ad'-ju-tor; coffee, kof'fe, not kauf'fe; cof'fin, not kauf'n; cognac, kŏn-yak, not ko'-ni-ak; cog-no'-men, not cog'-no-men; col-os-se'-um, not col-os'-se-um; column, kol'-um, not kol'-yum; col-la'-tion, not co'-la-tion; comely, kum'-ly, not kom'-ly; comptroller, kontrol'ler; con-do'-lence, not con'-do-lence; conscientious, con-she-en'-shus; con-sid'-er-a-ble, not con-sid'-ra-ble; con'-tu-me-ly, not con-tu'-me-ly; cor'-al, not co'-ral; courteous, kûr'-te-us; courtier, kort'-yer; cov'-er-let, not cov'-er-lid; cov'-et-ous, not cov'et-chus; cran'-ber-ry, not cram'-ber-ry; creek, not krik; crem'-a-to-ry; Cromwell, krum'-well; cru'el, not cru'il; cynosure, si'-no-shur; dăub, not dob; dăunt, not dawnt; deaf, def, not deef; de-co'-rous, not dec'-o-rous; def'-i-cit, not de-fic'-it; des'-ig-nate, not dez'-ig-nate; de-sist', not de-zist; des'-pi-ca-ble, not des-pic'-a-ble; disarm, diz-arm, not dis; disaster, diz'aster; discern, diz-zern; disdain, diz-dain; dis-ease, diz-ease; dishevelled, di-shev'ld; dis-hon'or, diz-hon'or; disown, diz-own'; dis'-pu-tant, not dis-pu'-tant; Disraeli, diz-ra'-el-e'; di-van'; docile, dos-il, not do-sile; dog, not daug; ef-fu'-sive, not ef-fu'-zive; elm, not el'-um; e-ner'-vate, not en'er-vate; equation, e-qua'-shun, not e-qua'-zhun; e'-qui-nox, not eq'-ui-nox; erysipelas, er-e-sip'-e-las, not ir-e-sip'-e-las; e-va'-sive, not e-va-ziv; ex-cur'-sion, not ex-cur'-zhun; exhaust, eggz-haust, not ex-aust; ex-hib'-it, egsib'it not ex-hib'-it; exile, eks'-ile, not egs'-ile; ex'-it, not egs'-it; ex'-quis-ite, not ex-quis'-ite; falcon, fau'kn, not fal'kn; fau'cet, not fas'set; fa'-vor-īte, not fa'-vor-īte; fer-tīle, not fer-tīle; figure, fig'-yur, not fig'-er; filial, fil'yal; film, not fil'-um; fī-nance, not fī-nance; fī-nan-cier; flacsid, flak'-sid, not flas-cid; forbade, for-bad'; forehead, fŏred; for-get', not for-git'; fran'-chise, fran'-chīz, not fran'-chīze; gallows, gallus; gas, not gaz; gas'-e-ous, gaz'-e-ous; gas-om'-e-ter, gaz-om'-e-ter; glacial, gla'-she-al; glacier, glas'-e-er; Gŏd, not Gaud; gooseberry, gooz-berry; gŏs-pel, not gaus'-pel; grease (noun), grēs; grease (verb), grēze; greasy, greazy; gum-ar'abic, not gum-a-ra'-bik; gums, gumz, not goomz; halibut, hol'-e-but; helm, not hel'-um; Hem'ans, not he'mans; herb, erb; hiccough, hik'-kup; hŏl'ly-hŏck, not hōl'ly-hauk; hom'-age, not om'-age; hon'-est, on'-est, not on'-ist; ho-ri'-zon, not hor'-i-zon; horse-rad'-ish, not horse-red'-ish; hos'-pi-ta-ble, not hos-pit'-able; hostler, ostler; hy-me-ne'-al, not hy-me'-ne-al; hypocrisy, he-pock'-re-se, not hi; il-lu'-sive, not il-lu'-zive; il-lus'-trate, not îl'-lus-

trate; im-me'-di-ate, not im-me'-jet; im-por-tune', not im-por'-tune; in-ci-sive, not in-ci-zive; in-clu-sive, not in-clu-zive; in-com'-pa-ra-ble, not in-com-par'-a-ble; in-cur-sion, in-kur-shun, not in-cur-zhun; in-de-cor'-ous, not in-dec'-o-rous; in-dis'-pu-ta-ble, not in-dis-pu'-ta-ble; indocile, in-dos'-il; in'-dus-try, not in-dus'-try; in-ex'-pli-ca-ble, not in-ex-plic'-a-ble; in-ex'-tric-a-ble; Ingelow, In-je-low; inofficial, in-of-fish'-al, not in-o-fish-al; in-quĭ'-ry, not in'-qui-ry; insatiable, in-sa'-she-a-ble, not in-sa-sha-ble; in'-sects, not in'-sex; in-stead', not in-stid; in'-ter-est-ed, not in-ter-est'-ed; in'-ter-est-ing; in-ter-loc'-u-tor, not in-ter-lo-cu'-tor; in'-vento-ry, not in-vent'-o-ry; iron, i-urn; irony, i-runy; ir-ref'-ra-ga-ble, not ir-re-frag'-a-ble; ir-rep'-a-ra-ble, not ir-re-par'-a-ble; ir-rev'-o-ca-ble, not ir-ri-vo'-ca-ble; It-al-i-an, not I-tal-i-an'; joc'-und, not jo'-cund; ju'-gu-lar, not jug'-u-lar; ju'-ve-nile, ju'-ve-nĭl; ket'-tle, not kit-tel; kiln, kil, not kiln; lam'-ent-a-ble, not la-ment'-a-ble; leisure, le'-zhur, not lez'-zhur; le'-ni-ent, not len'-i-ent; le-thar'-gic, not leth'-ar-gic; lettuce, let-tis; lev'-er-age, not le'-ver-age; lic'-or-ice, not lic-er-ish; long-lived, not long-livd; ly- ce'-um, not li'-ce-um; mag-no'-li-a, not mag-nol-ya; main'-ten-ance, not main-tan'-ans; mal-e-fac'-tor, not mal'-e-fac-tor; ma-ni'-ac-al, not ma-ni-ac'-al; mar'-ket, not mar'-kit; massacre, mas'-sa-ker, not mas'-sacrey; mat'-in, not ma'-tin; ma'-tron, not mat'-ron; mat'-tress, not mattrass'; mis'-an-thrope, not miz'-an-thrope; mis'-chief-ous, not mis-chief'-ous; mistletoe, miz-zle-to; mod'-est, not mod'-ist; mongrel, mung-grel; mon'-o-gram, not mo'-no-gram; mountain, moun-tin, not mounting; mu-nic'-i-pal, not mu-ni-cip'-al; mush'-room, not mush'-roon; nape, not nap; national, nash'-un-al, not na'-shun-al; nausea, naw-she-a; near'-est, not near'-ist; nom'-ad, not no'-mad; no'-men-cla-ture, not nom'-en-clature; nom'-i-na-tive, not nom'-na-tive; nothing, nuth-ing; nuptial, nup'-shal; ob'-so-lete, not ob-so-lete'; often, offen, not of'-ten; o'-gle, not og'-le; o-le-o-mar'-ga-rine, not o-le-o-mar-ja-rine; on'-er-ous, not o'-ner-ous; o'-nyx, not on'-yx; pageant, pag'-ent, not pa'-jent; pa'-thos, not path'-os; pe'-o-ny, not pi-ny; Persi', per-she-a; phaeton, fa'-e-ton; phos'-phorus; pied, pide; pin'-cers, not pin'-chers; plait, not plete; plat'-i-na, not pla-ti'-na; poignant, poin'-ant; polonaise, pol'-o-naze, not po'-lo-naze; po'-ten-tate, not pot'-en-tate; pred-e-ces'-sor, not pre'-de-ces-sor; pref'-er-a-ble, not pre-fer'-a-ble; pre-tence', not pre'-tence; pret-ty, pri't-ty, not pret'-ty; prin'-cess, not prin-cess'; prob'-i-ty, not pro'-bi-ty; prog'-ress, not pro'-gress; pumpkin, not punkin; rad-ish, not red-ish; rational, rash'-un-al, not ra'-shun-al; ro-mance', not ro'-mance; sac'-ra-ment, not sa'-crament; says, sez, not says; sol'-e-cism, not so'-le-cism; soot, not sut; surprise', not sup-prise'; ti'-ny, not tin'-y; tortoise, tor'-tis or tor'-ty; toward, to'-ard, not to-ward; vivacious, vi-va'-shus, not vi-vashus; ycleped, e-clept.

MISUSED WORDS.

THE misuse of words in talking comes largely from a habit instilled in early youth. The associates of childhood, especially among our more wealthy families, are generally hired servants and ignorant nurses, to whose care the earlier years of children are intrusted—at that time when habits are first dawning upon their tender minds—at that period of life when impressions have a lasting influence, for,

"Just as the twig is bent the tree's inclined."

It was the author's privilege to sojourn for a series of years in the South, during the palmiest days of slavery, and he then observed that the colored servants and nurses taught the young, implanted in the white race the first principles of our language. As it is more difficult to unlearn than to learn, so many people carried with them through life the expressions peculiar to the negro race.

There are many educated people who never write an ungrammatical sentence, yet scarcely speak a grammatical one. It is only by determined will and great effort that such errors can be corrected, and the author purposes to introduce a somewhat extended list of popular errors, hoping thereby to direct the student's thoughts in a practical manner to the misuse of words.

Extravagant language should be avoided. Our language is so rich in adjectives and adverbs that we are apt to abuse their use. Too many weaken rather than strengthen an idea, yet a judicious use of them adds to the beauty of writing and speaking. Therefore avoid all such expressions as *awful* little, *terribly* glad, *mighty* small, *great*, *big*, *fearful*-looking. Neither is it necessary to say, *very* glad, *very* sorry, *very* small, *very* angry, when the idea would be as well or better conveyed without the use of *very*. Many even say *very*, *very* pretty, *very*, *very* glad. It is a *perfectly beautiful* day. A *beautiful*, or better still, a *fine* day, is sufficient. The adjective *splendid* is much abused. This word seems to be a great favorite with women and particularly school-girls; everthing is *splendid* or *horrible*. The day is *splendid*, the dinner is *splendid*, the girl is *splendid*. In fact all things important or unimportant are *splendid*, or the reverse, *horrible*. If the word were to be dropped from conversation altogether the language would not suffer. *Awful* is another absurd word. It is constantly on the lips of the class who love the word *splendid*. Its use should be restricted to its proper meaning, which is something that inspires awe. One adjective is generally enough to qualify an ordinary word, as, He is a pretty boy, is better than, He is an *awful* pretty boy, or than, He is *perfectly splendid*, meaning, He is *agreeable*. Adverbs are, however, more abused in this

sense than adjectives. It is the adverb which is generally placed before all or most qualifying adjectives, as in the sentence last given, the use of *very*. She is *just too awfully* sweet, etc. If those persons who make such a misuse of adjectives and adverbs could realize how puerile and weak their sentences sound to discriminating hearers, they would cease to talk, or break themselves of this habit. Such extravagant expressions convey to an intelligent listener the idea that the speaker is striving to uphold or maintain a false position, and is endeavoring to compensate in words for what his equivocal assertion lacks in veracity.

Accept, except. *Accept* my thanks. All the books are sold *except* this one. Correspondence, correspondents. He has an extensive *correspondence*. Some of his *correspondents* write long letters. Decease, disease. His *decease* (death) was caused by a lingering *disease*. Desert, dessert. Never *desert* a true friend. We had fruit for *dessert*. Ingenious, ingenuous. John is an *ingenious* and skillful mechanic. Fannie has an *ingenuous* disposition. Patience, patients. Have *patience*. The doctor has but few *patients*. Loose, Lose. If the horse's shoe is *loose* he will *lose* it. Luxuriant, luxurious. The vegetation is *luxuriant*. *Luxurious* living is injurious to the health. Venal, venial. A *venal* officer is a corrupt one. A *venial* offense is one that may be excused. Subtile, subtle. A *subtile* vapor is thin. A *subtle* foe is a cunning or designing one. Respectively, respectfully. Ned and Dot are aged *respectively* eight and ten years. Yours *respectfully*.

To this list may be added words having the same sound, but of an altogether different meaning and orthography; as, The *heir* to the estate said: "*E'er* I return the *air* will be laden with winter's frost." *All* shoemakers have an *awl*. They must *alter* the *altar* of the church. Her *aunt* screamed at sight of an *ant*. She *ate* her breakfast at *eight* o'clock. He brews vile *beer*. The man lay on his *bier*. His *birth* took place in a ship's *berth*. How small these *berries* are. He *buries* many men. A *Briton* is a native of *Britain*. She knows her *lesson*. Objects *lessen* as we recede from them. The winds *blew* the clouds across the *blue* sky. *Colonel* Brown was a member of the Sixth *Corps*. The apple is rotten at the *core*. He swallowed a *kernel* of wheat. The *Capitol* at Washington is the finest building in the *capital*. She was *sealing* her letter. The *ceiling* is white. The *seller* of wine has a *cellar* for wine. The *scent* which he *sent* his sweetheart was not good. She sang in the *choir*. The paper is twenty cents a *quire*. It is a good *site* for a town, as it is in *sight* of the lake. He will *cite* a passage from Shakspeare. Mr *Wright* will *write* his letter *right* after the marriage *rite*. The *currants* are floating down the *current* of the stream. We *knead dough* to make the bread we *need*. The hunter shot the *doe*. *Exercise* will *exorcise* the spirit

of melancholy. She will *faint* unless you make a *feint* of leaving her. I would *fain* go home, but would not *feign* homesickness. *No*, I do not *know* the man. The day is *fair*. The *fare* has been increased. The *fore* feet of the horse are unsound. The elephant has *four feet*. He performed a wonderful *feat*. He killed the *fowl* by *foul* means. Jane walked with an awkward *gait* through the *gate*. The *great* dog lay before the *grate*. It is *meet* that we should eat *meat*. The Judge will *mete* out justice to the criminal. A *grisly* ghost. A *grizzly* bear. The bat *flew* up the *flue*. Her *guest guessed* the riddle. Gamblers *gamble* with cards; the lambs *gambol* in the meadow. He is a *hale* old man of seventy. It will *hail* to-night. She combed her *hair*. He *chased* the *hare*. The *chaste* maiden. *Our* mother is here. The *hour* is late. I came *here* to *hear* your name. *There* go the boys with *their* father. She wore a *mantle* of cloth. There is a marble *mantel* in the parlor. The dog took the gold *medal*. Do not *meddle* with it. *Gneiss* rock makes a *nice* step. The *mist* was so dense that I *missed* the boat. He *rode* across the street. He *rowed* the boat. The *oar* of the boat was broken. Silver *ore* is precious. Row me *o'er* the stream. She carries a *pail*. She looks *pale*. The buffaloes graze on the *plains*. The *plane* is dull. *Plain* speaking is admirable. "Let us have *peace*." Give him a *piece* of your *pear*. He bought a *pair* of shoes. The *plum* is good. The pole stands *plumb*. Don't *pore* over your book in the uncertain light. Please to *pour* me a glass of water. The *principal* of the school said: Men of *principle* are few. The *pedal* of the piano is out of order. Those who *peddle* goods make a large *profit*. The *prophet* Isaiah. It will *rain* soon. The queen's *reign* has been long. When he had eaten the *rye* bread, he made a *wry* face. She will *sew* the seam. He will *sow* wheat. He came *so* early. *Steel* is a hard metal. "Thou shalt not *steal*." The ship is a fast *sailer*. The *sailor* loves the ocean. The sentimental *style* is much admired at present. "I'm sitting on the *stile*, Mary." It is *too* bad *to* make *two* mistakes in one word. The bell *tolled* at dawn. He *told* me the truth. He ruptured a *vein*. The *vain* man. "An ower true *tale*." The horse's *tail* is long. Improve your *time*. *Thyme* is fragrant. An ounce *vial*. He plays upon the bass *viol*. He went a long *way*. *Weigh* the meat. Do not *waste* your time. A small *waist* is not beautiful. He sells good *wares*. She *wears* good shoes. I *would* like some *wood*. He stayed a *week*. The man is *weak* from loss of blood. He had *seen* many lands. The *scene* is beautiful by night. He *threw* the ball *through* the window. *Quartz* makes fine ornaments. He bought two *quarts* of milk. The English *peer* is standing on the *pier*. A *pallet* is a small bed. A painter uses a *palette* for his paints. Good food is agreeable

to the *palate.* The thunder *peals.* He *peels* his potatoes. The horse's *mane* is brown. The *main* business of *Maine* is lumbering. Remember the widow's *mite.* He *might* have gone. That horse has good *mettle.* Gold is a precious *metal. One* man *won* the friendship of all. He suffers *pain.* The boy broke the *pane* of glass.

In the category of words that should never be used comes first misformed words, as *blowed* for *blew; knowed* for *knew; lit* for *lighted; plead* for *pleaded. Pleaded* is the past participle of the verb *to plead*, not *plead; proven* for *proved; suspicion*, a word now obsolete as a verb, for *suspect.* These should more properly be called grammatical errors, but are not uncommon among educated people. Why say *jeopardize*, when *jeopard* expresses the same meaning? *Lenity* is better than *leniency.* If we say *lengthy*, why not *strengthy?* yet *long* answers every purpose. Webster says, *preventative* is incorrectly used for *preventive. Trustworthy* and *credible* are much better than *reliable. Love* is frequently misused for *like*, when speaking of dress, food, etc.; *widow woman* for *widow;* since all widows must be women, the word *woman* is superfluous. *Graduate* is a common error; a student does not graduate from college; the college graduates him, *i. e.*, admits him to its gradus, and the student is therefore *graduated. Mistaken* is also used incorrectly, as, you are *mistaken*, for you *mistake;* that is, you do not understand. *Partially* is incorrectly used for *partly.* Do not say *pants*, but *pantaloons* or *trousers.* Many people, wishing to be very nice, say *polite* for *kind.* When one has been obliging, we should say that he was *kind*, not *polite. Portion* is incorrectly used for *part.* One should say, In what *part* (not portion) of the State, or city, do you live? *Residence* should not be used for *house* or *home. Impute* is frequently misused for *ascribe.* Do not say *poetess* for *poet.* Webster's definition of the word *poet* is "one skilled in making poetry." *Authoress* and *doctress* are also incorrect. Some writers never *begin* anything; they always *commence. Apprehend* is often incorrectly used for *think; condign* for *severe; casuality* for *accident; predict* for *declare; stop* for *stay;* as, he is *stopping* at the hotel, instead of, he is *staying* at the hotel. If a speaker or singer is well received by his audience, he *receives* a perfect ovation; if a man is kind-hearted he is a *humanitarium* (*i. e.*, one who believes only in the human nature of Christ), and others of his ilk do not go to church, but to the sanctuary. If a speaker has talked fifteen minutes on a subject, do not say he *alluded* to it. If you mean *think*, do not say *consider*, which means the careful weighing of a subject. Careful writers will not say *balance* for *remainder; between* for *among* (*between* refers to two persons, *among* to a greater number); *bound* for *determined; character* for *reputation. Character* is the sum of distinctive qualities

possessed by a person; *reputation* is the estimation in which a person is held. *Clever* is incorrectly used as *good-natured, good-hearted.* Its proper meaning is the sense in which we inelegantly apply the word *smart.* Do not say *claim* for *assert*; *completed* for *finished; contemptible* for *contemptuous. Contemptible* relates to the object which excites contempt, *contemptuous* to the feeling of contempt experienced by the mind. Do not say continue *on.* We continued on our way is correct. In sentences like, He continued to write on, He continued on, the *on* is superfluous. *Conversationist* is to be preferred to *conversationalist,* though *conversationalist* is, strictly speaking, correct. *Dangerous* is often misused, as, He is very sick, but not dangerous. A *dangerous* person is generally one to be feared. One should say, He is sick, but not in danger. Say die *of* consumption, etc., not die *with. Disappoint* means something contrary to our wish, therefore, do not say, *agreeably disappointed,* but *agreeably surprised. Disremember* is sometimes used in the sense of *to forget; distinguish* in the sense of *discriminate. Or* is the correlative of *either, nor* of *neither*; yet it is a common error to place *or* with *neither* and *nor* with *either. Elegant* is often used instead of *fine.* A *fine* morning, not an *elegant* morning. *Equally as well* is a redundant form of expression. Say, rather, *equally well,* or *as well.* Do not say *expect* for *suppose. Expect* refers to something in the future, never in the past. The words *female* and *male* should not be applied to persons, but to animals of the lower order. *Gents* is a vulgar abbreviation of *gentlemen,* and should never be used. *Got* should be as little used as possible; as, I have a book, not, I have *got* a book; never where it denotes simply possession. *Healthy* is often used instead of *wholesome*; food is not *healthy* but *wholesome,* though in order to be *wholesome* it must be *healthy.* A lobster is *healthy,* but generally *unwholesome.* There is no such word as *illy*; the adjective, the noun, and the adverb have all the same form, *ill.* Many people misuse *individual* for *person. Individual* means that which is not to be divided. The word *lady* should not be used for *wife,* neither should *companion* be used in that sense. *Learn* is frequently used for *teach.* To *teach* is to instruct; to *learn* is to receive instruction. *Less* is often used for *fewer. Less* relates to quantity, *fewer* to number. *Loan* is much used for *lend,* yet, although there is such a word as *loan, lend* is better. Do not say *more* or *most* perfect, as, That is the most perfect thing of the kind in the world. Nothing can be *more* perfect than that which is perfect. The word *mutual* is frequently misused; it relates to persons and to two persons only. To say our *mutual* friend is incorrect, although Dickens has adopted and perpetuated it. Our *common* friend is what we should say, *i. e.*, common to both of us; mutual could not

relate to a third person. There is no error more common than the use of the word *nice*, as, He is a *nice* man, in the sense of, He is a *good* man, or San Francisco is a *nice* city, instead of, San Francisco is a *fine* city. It is entirely proper to say a *nice* point, or, the man is *nice* and *over-nice*. *Nicely*, too, is often used instead of *well*, as, I am *nicely*, when we should say, I am *well*. *Notorious* is often used for *noted*. *Notorious* is used of persons only in a bad sense; it may be used of things, but is generally condemnatory. *Novice* should not be confounded with *amateur;* a *novice* is one new in some profession; an *amateur* is one devoted to some thing, as art or music, and who may excel in it, but who does not make of it a profession. *Number* is sometimes used for *quantity*. *Number* is that which can be counted, *quantity* what can be measured or weighed. Do not say *off of*, either *off* or *of;* nor *on to*, as, He gets on *to* a car, he gets *on* a car. *Partake* is sometimes used for *to eat* by those who try to be over-nice. Do not use the word *party* for *person*, nor *patronage* for *custom*; neither is it well to use the word *perform* for *play;* as, She *performs* well on the piano, instead of, She *plays* the piano well. If the use of the word *post*, for *inform*, has not been placed under the head of "slang," it should be. He is well *posted*. How much better is, He is well *informed*. Many use *present* for *introduce*. *Introduce* means to make acquainted; *present*, according to Webster, is to put or place in presence of a superior. *Provoke* and *aggravate* are not synonymous; *provoke* means to irritate, to incense; *aggravate* means to make worse. Therefore do not say, I was *aggravated*, but I was *provoked*. A railroad station is not a *depot*, yet many seldom or never make use of the word *station*. A *station* means the points arrived at, started from, and the places at which trains stop; a *depot* is a place where goods are kept, *i. e.*, a warehouse. Do not say *raise* for *increase*, as, to *raise* the rent. *Rendition* is frequently used for *rendering*, and also for *performance*. Why say *retire* when *go to bed* is simpler and more correct? *Right away* should not take the place of *at once* or *immediately*. A careful speaker will not *settle* his bill, but *pay* his bill. If you say smell *of* a flower, you do not mean the same as when you say *smell* a flower. Care should be taken to avoid all such redundant words. He lives *in*, not *on* Taylor Street. *Tautology* is frequently used for the word *tautophony*. *Tautology* means repeating the same thought; *tautophony* means repeating the same sound. *Than whom* is often used for *than who*; as, Shakspeare, than whom no greater poet lived, *i. e.*, Shakspeare—no greater poet lived than he. *Thank you* is better than *thanks*. The word *transpire* should not be used for to *take place*; it means, to escape from secrecy, to become public. *Try* is sometimes misused for *make*, as, He *tried* an experiment; it should be, He

made an experiment. *Underhand*, not *underhanded*. Many persons think the only meaning of the word *vulgar* is *indecent*, whereas it means common, low, coarse.

Things are sold *by* auction, not *at* auction. The scene is beautiful *by* night, not *at* night. *At length* and *at last* should not be used synonymously. *At length* means *fully*, as, I heard from him at length, is to hear fully. *At last* he went away, is correct, not *at length* he went away. *Alone* and *only* are frequently used one for the other. *Alone* is unaccompanied by any other; *only*, there is no other. Virtue *alone* makes man content; *i. e.*, virtue unaided makes or is sufficient to produce contentment. Virtue *only* makes man content; *i. e.*, virtue, and nothing else, can produce the contentment of man. *Answer* and *reply* have distinct meanings. An *answer* is given to a question, a *reply* to an assertion. We *answer* a letter, we *reply* to any statement it may contain. *Done* should not be used to take the place of a neuter verb; it is to do or act, as, He did not object as some *have done* to it; it should read, He did not object as some have to it; that is, as some have objected to it. The word *expect* is often misused for *suppose*. *Expect* refers to the future, *suppose* to the past. Say, therefore, instead of, I *expect* you were disappointed yesterday, I *suppose* you were disappointed yesterday, and I *expect* to see you to-morrow. The verbs *to lie* and *to lay* are often misused. I *lie* down, I *lay* the book down; after I have *laid* it down it *lies* there. *Lay* expresses action, *lie* rest. *Lay* is the past tense of *to lie*, as, He lay down to rest. The word *overly* should never be used. *Propose* means to offer for consideration, as a scheme, a proposition; *purpose* means to intend, to resolve; as, I *purpose* going to the city to-morrow. *Real* should not be used for *very*; as, *real* pretty, *real* good; say *very* pretty, *very* good. Do not say *seldom or ever*; say rather, *seldom or never*, or *seldom if* ever. Say to *summon*, not to *summons*. *Iced*-cream is correct, not *ice*-cream; *iced*-cream is cream frozen or iced; *iced*-water; *ice*-water is water melted from ice; *ice*-cream would be cream melted from frozen cream. *In so far as* is incorrect; the *in* is superfluous; *so far as* is sufficient. *Flown* is the past participle of *to fly*, and *flowed* of *to flow*. The river has over*flowed* its banks, not over*flown*. The bird has *flown*. Do not say *new* beginner; *beginner* is sufficient.

SLANG.

Properly under the head of misused words, slang should be classified. The author has given it a separate heading that its condemnation may be set forth in a more emphatic manner. No well bred and educated person will allow himself to stoop to so low and vulgar a habit as the use of slang. It is an unmeaning phrase without pith or point, and

tends to the debasement of the intellect and the supplanting of all ennobling thoughts. It robs a man of his dignity and to a great degree absorbs his honor and his worth. And whatever may be the apparent culture of him who uses slang, it indicates a coarse nature. It should be shunned by all who respect themselves, their influence, or their associates. "It is an invariable maxim that words which add nothing to the sense or to the clearness of thought must diminish the force of the expression."—*Campbell.*

PROFANITY.

Of all the evidences that go to show that a young man is low-bred and vulgar, there is none that points with so unerring a finger as that of profane swearing.

The old adage that "a man is known by the company he keeps" is a no more truthful proverb than that a gentleman is known by the language he uses; and as the wicked heart within can never be purified by broadcloth of the finest texture, so no ornamentation of dress or other adornment can hide from view the folly, the indecency or the vulgarity of a person addicted to the use of profane words. Profanity plainly indicates that the one employing it has such a limited knowledge of words suitable to express ideas that he is compelled to use vulgar epithets to convey his thoughts.

To the earnest student who is seeking knowledge, wisdom, and power, the author would most earnestly endeavor to impress upon his mind the fact that the uniform use of a chaste, refined, and exalted method of speech is not only an index to a pure, clear, and cultivated intellect, but is always, to the lady or gentleman, one of the surest elements of success in any business where language is required.

Balance. This word is very frequently and very erroneously used in the sense of *rest, remainder* It properly means *the excess of one thing over another*, and in this sense and in no other should it be used. Hence it is improper to talk about the *balance* of the edition, of the evening, of the money, of the toasts, of the men, etc. In such cases we should say the *rest* or the *remainder.*

A **Diphthong** is a union of two vowels pronounced in one syllable, as; *æ* in *diæresis.*

A **Triphthong** is a union of three vowels pronounced in one syllable; as *adieu* or *aye.*

A **Participle** is a part of speech derived from a verb and partaking the nature of a verb and adjective, and are usually formed by the anexation of *ing, d,* or *ed* to the root of the verb.

FALSE SYNTAX.

EXERCISE 1.

Will I make the fire now? You shall soon be old.

I wish he had went to San Jose yesterday. Who is he talking to?

Mr. Jones said he intended to have left the State. Will you call and tell him I am sick?

Arthur is talking to his sister and I. He laid down to sleep.

These strawberries are not as good as I expected they would be.

I shall be apt to see him at the City Hall. Your kind, ain't you?

'Tain't her'n, 'tis his'n. We are stopping at the palace.

A person must be careful if they wish to speak correctly.

One wishes for many things that they can't have. One loves those that is kind to them.

There is many doubts upon that subject. Were there a crowd on the street?

EXERCISE 2.

Was there many books in his library? Were there a great number of tickets counted?

Each of the books have the same binding. All the hens want to set.

A setting hen lies no eggs. Shall you come to-night?

Shall you stay to the ball? He had no call to be offended.

Next Christmas he will be dead a year.

As neither his father or his mother is dead, he is not an orphan.

Either Mary or Rose have bad deportment. Their laws are more stricter than ourn.

I have sold my property, though I intended to have kept it.

Allie and Arthur loves pears, but Ralph loves peaches.

That pudding was lovely. I cannot perform on the piano as some do.

EXERCISE 3.

He repeated his questions again and again. One can do as he likes if they are rich.

This comes from you refusing to take advice. Every heart have their own sorrows.

It might be as you say, but I do not believe it. I do not know whether he will come or no.

You or he is wrong. Bills are requested to be paid when due.

He has returned back from the East. He restored back the money he had stole.

If I was as strong as I have been I would not complain.

The observation of holidays is a pleasure that all can enjoy.

EXERCISE 4.

I affirmed that I would go. You said you should come.

Neither of the homes are pleasant. The man or his sons were to die.

The first twenty years of one's life is the happiest.

There is much need for reform. If he was here I would not go.

If you shall go into the country to-morrow you shall have my company.

A ship lays in the harbor. I soon expect to have read all my books.

Lobsters are esteemed unhealthy food.

His reputation was good, but all them who has a good reputation do not possess good characters.

A large family were growing up around him. Either the lawyer or his client has done wrong.

EXERCISE 5.

I am not telling of this for your benefit. He came for to tell me his trials.

His heart was so affected that he enjoyed very bad health.

The two brothers are equally as bad. He plunged his hand down into the seething mass.

They combined together to do unlawful acts. I meant to have asked you a question.

He admitted that the state of his finances were low.

If anyone absents himself from society he will become morose.

The party assembled were numerous. The party he met was a stranger to me.

That gent is a merchant. He wore striped pants.

EXERCISE 6.

He done his work good. I don't know as 'tis right to summons him.

I have no right to pay his debts. She was their mutual friend; they mutually respected each other.

Let everybody mind their own business. Everybody ought to attend to their own affairs.

He plead for bread. He plead guilty. He was proven innocent.

Shall you come with me? I will not go home to-night.

A person catched picking flowers on these grounds will be arrested unless permission is given them by the owner.

She was kinder than I thought to have found her.

Sarah done it unbeknown to all her friends. John was summonsed to appear at court.

We will soon be home. I hoped to have seen him in town.

Come and see me to-morrow. Try and be good.

EXERCISE 7.

If it is him, I don't want to see him. I seen him coming.

I have saw many strange sights. Ned done the work for me.

Nell knowed I was right. Ned and Nell loves each other.

Dot tumbled down, and has broke her arm. The baby sat between I and him in the buggy.

James is better educated than me. John reads better than him.

Ned thought I would let him go into the country.

She has laid in bed for twenty year. The dog has laid in the sun long enough.

He lay the book on the table. Go and lay down.

The dress is made horrid. Don't say nothing to nobody.

He did not say as much about it as some have done.

EXERCISE 8.

Alice did not go as far as some have done. I ain't got no money.

I hope I do not spell as bad as some have done. Which is the most valuable, gold or silver?

They have all gone except he and I. His mother is getting crazy.

Call in the morning at 9 A. M. He called at the office in the evening at 7 P. M.

She fell pell-mell down stairs. The curator has mislaid his keys somewheres.

The sign-board misled me wrongly. He hardly knowed who to tell his troubles to.

I have been waiting on an answer to my advertisement.

He replied to my letter; he answered my arguments.

EXERCISE 9.

If I was wealthy I would help the poor. If I was educated I would not go to school.

The tenants had a feast when the young lord became of age.

I intended to have returned home immediately.

They ascended up the mountain. They descended down into the mine.

He said that silver was not as precious as gold.

After Will had laid down, he says to me: "I have left my purse laying on the chair."

He misbehaved so bad that he was expelled from college.

Will I move the table? Shall you answer that letter?

The opinion of many people were that they was innocent.

That was a cold winter's day. It is a handsome night.

Every man must answer for their own faults. As he discommodes me I excuse myself.

EXERCISE 10.

I wished to have gone. John intended to have went.

Fanny and I was going to the city. How beautifully the rainbow looks.

A life in the city is the most grandest. Oakland is the most beautifulest city in the world.

The dog followed after the carriage. The subject follows after the predicate.

New beginners work hard. Are you pleased with the country down there?

That mountains overstands all other mountains.

Great pleasure may be had from studying of languages.

You knowed Mr. Smith well. Nobody knowed nothing about it.

EXERCISE 11.

Strawberries are more plenty in the country than in the city.

The youngest of the two girls is married. That pear is the largest of any pear that ever growed.

There was many fish in the river. He is universally esteemed by all his friends.

Those which are happy ought to pity the unfortunate.

Does he not read well and spell well? What did you think was the matter of him?

At this season of the year picnics are being held now.

The child being tired was the cause of his being sleepy.

How many books is there on the shelf? Every day, every hour, every minute pass away.

EXERCISE 12.

His speech was a lengthy one. They know little or nothing of the rules of grammar.

If a person was accused of dishonesty, what would one do?

This is the coldest winter I ever experienced. She loaned me her shawl.

If she had have went as she promised, things would have been very different.

Neither James or his brother were faithful students.

Bring the letters what you have wrote. I seen a young and old man riding together.

Without you intend to come now, stay away entirely.

She cannot but be pleased with her son's conduct.

The matter was decided by a universal vote of all the members.

Milton was not only famous for his learning, but for his writings.

EXERCISE 13.

I heard of him going away. I would have like to have been there in the morning at 7 A. M.

I am afraid of the boat leaving before I can get there.

A good and honest man whom, I believe, never told an untruth.

Leave me be, I ain't going. Leave me see her, she looks beautifully.

The hat is trimmed shocking. She looked charmingly.

He has located in Minnesota. Them sort of apples is awful common.

The roses smell very sweetly. He plead for her forgiveness.

She set down in the shade. He sat his basket on the steps.

I respect those sort of people. Those two men are both twins.

A pair of twins is a pretty sight. He lives on Market street.

The house was built on Third street. Are you stopping in the city?

EXERCISE 14.

He is some better to-day. I think it is some dozen miles from Oakland.

We tasted of the fruit and found it splendid. He smelled of the basket and said it was just awful.

She is richer than me. He is handsomer than her.

Thanks; it is very good. The woman noticed more than you think for.

She has been an invalid for upwards of a year. That was an underhanded proceeding.

From whence did he come? He went from hence.

She was a poor widow woman and had to provide for her family her own self.

EXERCISE 15.

I met an old friend which I had not seen for many years.

Tell me where I would be liable to get some vegetables.

Where shall I be apt to meet him? When will she be apt to return back?

I will come again next week; shall you be glad to see me?

That female has good sense. He learned me my letters.

She is a superior woman. The saleslady was attending to a customer.

The forelady had charge of fifty girls. The ink-stand sets on the table.

The pen lays on the desk. I remember it being done.

I disremember what he told me. I doubt if my letter will ever reach its destination.

The good man is a humanitarian. I have heard how one must study if they wish to learn.

Beef is healthy food. He had ought to obey his parents.

EXERCISE 16.

He enjoys such bad health that he never goes nowheres.

He went a long ways before he came to an inn. This is an elegant morning.

He ate his dinner and then returned back home. The inhabitants all died with fever.

In despite of all my warnings, he went out on his perilous undertaking.

I am bound to do as he advised me. He is very sick, they say dangerous.

He continued on in the same direction. He had a contemptible opinion of all his kind.

The man was notorious for his good deeds.

Between you and I, he don't know nothing about it.

EXERCISE 17.

He hain't been nowhere to-day, but he shall go to-morrow.

I will not say but what you are right. I am very, very glad to have seen him.

That is a splendid apple. Them peaches is awful good.

He was kind of afraid to go. He done the work well, and did not ask no questions.

Let me tell you a little circumstances. Ned and me was happy to go.

One of my gentleman friends were present when she called.

The crowd who surrounded the prison went away at length.

The prisoners which had assembled in the chapel was very quiet.

I seldom ever get time to read. He seldom ever goes to church.

I expect she thought her aunt would have gone yesterday.

EXERCISE 18.

Have you got any books yet? One can do that equally as well as another.

Charles called on Frank and they both took a walk.

I have got the heart disease. Whenever I try to read well, I always find that my hearers is pleased.

We will close this store hereafter at seven P. M. in the evening.

Whether he comes or no I will go. She stood on to a chair for to look out of the window.

The friends which he invited did not come. The books whom he used to buy was all sold.

The curtain with its cords and tassels have been stole.

John was absent a week and is still away. After I had been gone a month I returned back.

EXERCISE 19.

The camel is an intelligent animal, and the Arabs love them as if they was human.

If mother was in the room I would have seen her.

Dick he is singing, Bob he is calling you. Don't do so no more again.

Them books is well bound. Them chairs are magnificent.

That bread is perfectly elegant. The pie was beautiful.

Neither the man or his wife were admitted. Both houses was for sale.

The number of deaths were immense. The Board of Health have resigned.

He is a wicked man and got his living by theft.

After I had went over the bay I seen a friend in the city.

Before he had went a mile he returned back. He is a new beginner.

EXERCISE 20.

I wish he was home. She gets up early of a morning.

She shall long be loved, and her friends shall always remember her.

I wanted to have gone to the bank yesterday. He withdrew back his statement.

The turtle withdrew back in his shell. We discussed mutually upon the subject.

Quit your talking, we hain't no time to listen. He is quite the gentleman.

It is quite warm to-day. He has quit smoking.

Smoking is a vile habit, and them that smokes is to be censured.

What a quantity of apples there are on that there tree.

What a number of apples there are in your garden.

EXERCISE 21.

That landlord has raised the rent of all them houses.

He stopped at home the balance of the day. Where had you been to when I met you just now?

He has a bad cold. Lets you and I go to the theater to-night.

James is the oldest of the two. John is the elder of his three brothers.

It discommodes me to travel. He donated five dollars which was for the school.

The train just everlastingly went along the route.

He experiences a great deal of pain when his eyes is unbound.

Mrs. Smith is a confirmed invalid and cannot leave her bed no more.

I ask pardon; you are not the person I thought it was.

Them who but talk for the sake of using high sounding words are not worth listening to.

EXERCISE 22.

I feel awful good to-day. It is said also to rain every day in them quarters.

I expected he would have written yesterday, but he done it not.

I haven't went nowheres this year.

The three dollars are for my subscription of the Golden Days.

Mr. Williams he come here yesterday. Give an example where the rule is used.

You haven't got any more interest for you give it to John and I.

Now try and see if you can do right. It don't look good to see words spelled wrong.

Most people spells by sight, which is the write way.

Crops ain't lookin' flurishing. Among the foreigners was two brothers.

EXERCISE 23.

Both John and James loved his country. I was given a splendid dinner.

I am very fond of desert. The thunder peels and the lightning flashes.

Helen one the friendship of all her acquaintances.

He is a hail old man of eighty. The marble mantle gives richness to the appearance to a room.

The mantel of Webster has not fallen on the shoulders of any other statesman.

"I'm setting by the stile Mary." John blowed out the light when he retired.

I walked a long ways to-day. I ain't going nowheres.

EXERCISE 24.

Will broke a large pain of glass. You are mistaken in your opinion.

In what portion of the city do you live? Susan is a poetess of some renown.

I expect you will be agreeably disappointed to hear that your friend, who has been so sick, is not dangerous this elegant morning.

I disremember if the gents, who formed the jury, decided that our mutual friend died with consumption or from using unhealthy food.

He, who has a contemptible feeling for the character given him by others, may be a most perfect character.

Many an individual is imposed upon because he is clever.

I claim neither lady or companion should be used for wife.

He cannot continue on in his present employment equally as well unless he has less tasks to perform.

EXERCISE 25.

Learn me not to loan what I can illy part with.

She is the most perfect of creatures. I was early learned to do that.

Give me a drink of ice-water. He used underhanded means to accomplish his designs.

Mr. Smith and lady are stopping at the Grand Hotel.

She speaks German equally as well as English.

Mr. Dickson resides in the northern portion of the city.

He suspicioned that all was not well. Let good enough alone.

I never seen anything like it before. Gents, please walk this way.

Mrs. Jones is a real nice lady. The balance of the day was spent at play.

They partook of a hearty meal. Those parties are well posted.

EXERCISE 26.

He presented his wife to the company. He aggravated me greatly.

This train stops five minutes at the depot. He raised his salary to one hundred dollars.

Will you smell of this rose? Come home right away.

The chemist tried an experiment. This property was sold at auction.

At length he went away. John replied to his mother's long letter.

He did not talk as some have done. I expected I should see you yesterday and now suppose I will to-morrow.

It is a real warm day, I think. Henry is overly particular.

I propose going to the city to-morrow. In California it seldom or ever rains in the month of June or July.

Do you love ice-cream? The river has overflown its banks.

EXERCISE 27.

We have many new beginners in grammar. Sally completed her task early.

John looks like James does. He returned as soon as the storm begun.

He cut the apple in half. The teacher learned him his lesson.

My old friend sat himself down in the chair.—*Addison.*

She is older than me. I had a splendid time at the picnic.

Joseph laid abed too late. It is pouring down rain.

Speak slow but loud. Let the sluggard lay undisturbed.

The farmer sold three basketsfull of peaches.

The student goes to school six hours and plays the balance of the day.

Each of the children are to share equally in their father's estate.

Everybody has a right to look after their own interests.

EXERCISE 28.

Mary was sat there. Boys sit up nine-pins.
News are scarce. I found a two-feet rule. I found a rule two foot long.
If you was there I am content. I done as I was asked to do.
Nell does not sow good. He ketched cold. He is such a good fellow.
Ned does not feel good. You seldom see such a rich man.
The wind blowed hard yesterday. You was good.
You had better do that different. You hadn't ought to do so, James.
What was you doing and where was you going?
Six month's interest are due. Julia has got her lesson well.
I have not saw you much of late. This is the setting-room.
May, lay down and rest an hour. Carry the horse to water.
These poor lessons must be put a stop to.

EXERCISE 29.

The sick man is getting the better of his sickness.
Ned laid abed late. John and James were both setting on the seat.
Some little girls set up too late. I ain't going yet.
Mollie is as cross as a setting hen. The doctor sat him on the lounge.
He was hung by his neck till dead. The garment sets well.
He throwed it into the river for I seen him when he done it.
I love pork and beans. I learned the little girl to walk.
Molasses are excellent. His pulse are beating too fast.
Was you there? Five dimes is half a dollar.
The Sacramento River empties into the Bay.
There was only seven of us. Us girls were out late. Thou shall go.
Every ten tens make a hundred. Everybody are disposed to help him.
John lies a book on the table. The book lays on the table.

EXERCISE 30.

Philip lays in bed. John has done gone.
Since you have made the first you may do the rest.
I did not eat as some have done. He married a Jew.
Any one of the two roads will take you to town.
Neither one of these four books are fit for use.
An ounce of preventative is better than a pound of cure.
I done it to-day. The Centennial was seven years since.
It was him I see yesterday. He was ever so good.
He has been there after I left. He said how he could do it.
Hon. Peter Cooper Esq. was a great humanitarian.
There is no other book here but mine. London is the largest of all the other cities in the world

EXERCISE 31.

Susan died with consumption. The glutton died for hunger.

John lives to home. The musick sounded harshly.

he was followed with a Crowd. john he is hard to work.

Great improvements has bin made. These appears to be finished the neatest.

who broke that Tongs? i am exceeding sorry of your missfortunes.

I have bot ate load of wood. Who broke this slate? Me.

Nobody said so but him. Neather sarah, Ann, nor jane has performed their task.

He need not trouble himself. They two quarrelled among each other.

was cain's and Able's father there. i have no occasion of his services.

This is tennysons, the Poets home. It was not them, it was hur.

EXERCISE 32.

I knew that it was him. He is a better writer than a reader.

he is a Friend, who I am indebted to. richard, He first went to school.

She saw either I or you. hav you read any of dickens or thackery's works?

The lemon tastes sourly. I bot them books at a very low price.

go and tell them boys to be still. He speaks very fluent and reasons justly.

They never quarrel among each Other. Every one must judge of Their own Feelings.

we Rode about ten miles an hour. here is six, but neither of them will answer.

These People they are all A goin. we Was disapointed.

EXERCISE 33.

i was at london when this Happened. blessed is them who are good.

Can you tell which is the Largest of them two.

He was extreme prodigal. i can not think so mean of Him.

this hat is John or James's. I gave him oats but he would not eat it.

menny boys They study hard. he went there at about noon.

John is a clever fellow. James is a smart fellow.

He is dangerous (referring to a sick man).

I am agreeably disappointed. I disremember who it was.

Oakland is a nice city. I am nicely to-day.

As soon as they begun to recite their lessons silence prevailed.

I have cut my apple in half. He is taller than me by six inches.

Set down on the first you come to. Peter rode on a man's horse named Smith.

EXERCISE 34.

Walk slow. Speak distinct. The farmer gathered ten basketsful of apples.

Take two teaspoonsful three times a day.

Each of the sons are to have a holiday. Youth is the most enjoyable of any Period in life.

New York is the largest city of any in the United States.

That boy is the brightest of all his classmates.

This rule is two foot long. That tall man weighs only 120 pound.

Learn to carefully choose your words. She is a remarkable pretty girl.

This apple tastes sweetly. I am tolerable well to-day.

Grass grows rapid in warm weather. The bird flies swift.

EXERCISE 35.

A wealthy gentleman wishes to adopt a little boy with a small family.

A man called from the east to see you.

I propose writing letters to-morrow. Neither the parents or the children was saved from the wreck.

An house is in the water three foot. Strawberries is a dollar a box.

Thanks, I shall be pleased to come to the city.

He replied to his mother's letter. A new beginner has to study diligent.

The means by which men acquire fame is various. The ship has left his wharf.

When one suffers in vain, it is their own fault.

Napoleon was awful ambitious, he was bound to succeed.

Nero was a great tyrant, he hates all the human family.

EXERCISE 36.

The evil that men do live after them. Mankind are willing to condone the faults of them they love.

When I become a man I put away childishness.

He which smokes makes himself disagreeable to their associates.

The pride of man frequently blind him. The indolent is seldom or ever happy.

Anything worth doing, is worth doing good.

Let good enough alone. Says he to me, "you can't never take a joke."

The author of "Home, sweet home" never had no home.

He bought that horse unbeknown to his father.

Do you propose trusting him with a sum of money.

EXERCISE 37.

Can your brother perform well on the violin.

His teacher learned him Spanish and German.

Come in and stay a bit, I will tell you the news.

When a liar speaks the truth, we dare not believe them.

The news are painful, prepare yourself to listen patient.

Industry assure success and prosperity. Bring me back the books that I have loaned you, they are used up.

The keys was too rusty to be of use. I see her instead of you yesterday.

I seen them loading the poles on to the wagon.

He that talks too much is apt to say something they will regret.

The lady looked splendid in her beautiful new dress.

EXERCISE 38.

She looked just too awfully sweet for anything.

It is a awful bitter cold day. It rains in torrents and the wind blows a hurricane.

It was so rough on the Bay that I thought I should die.

It was so hot yesterday that I almost melted. The best lessons is that of examples.

The sweetest harmony is the voice of the one which we love.

She is the woman which I seek. Was they not the same men?

Them are my children. Has one ever regretted doing their duty?

That species of dogs called Laconian dogs live only ten years.

The army were entirely destroyed. The things of the earth are not worth our attachment to it.

The music of the ancients were different from ours.

EXERCISE 39.

They would be exquisite words if a great man was to speak them.

Let us no longer argue about this, every one has their own opinion.

No one is happy unless they can esteem themselves.

How many people assume virtue which has it not!

Latin and Greek languages was spoken many years.

The best addresses is them which the heart has dictated.

Obey, if thou wishest that one day others may obey you.

He would have went into the country if the weather had permitted.

I expected to have seen her yesterday, but was disappointed.

I was agreeably disappointed to receive word that I might remain.

We should have many enjoyments if one knew how to profit by his blessings.

EXERCISE 40.

He aggravates me by his useless repining. The individuals I saw were foreigners.

He always acts in a underhanded way. He is upwards of fifty years old.

He is a man of the most perfect truth and veracity.

The most sublime of Byron's works was Manfred.

She is a poor widow woman with a large family to support.

She intended to have come but was detained.

I expected to have been able to go, but was sick.

He come to tell me his troubles. He said: "God was love."

I wish he had went home instead of going to the city.

When will I see you again? Will you go home to-night?

EXERCISE 41.

He is as cross as a setting hen. How many eggs is the hen setting on?

I will be there on the Sabbath. The excellence of Barrett's rendition of Hamlet is beyond question.

Whether she comes or no I will finish my writing.

There was no less than five hundred persons present.

He sets a luxuriant table. Will you take another piece of the mutton?

Will you take dinner at six. He has located in Sonoma valley.

Where would I be liable to get some fruit? He is an honest gentleman.

She is an amiable lady. The Knights Templar hold their meetings every week.

He called an innumerable number of times. Mr. Brown has performed so many kind deeds that he is called a humanitarian.

EXERCISE 42.

I have heard how in traveling one can find much pleasure.

That young lady has a great many gentleman friends.

He experienced great difficulty in walking so many miles.

The day has been excessively hot. He can write equally as well as his father.

He done all he could to render her life a torment to her.

He died with the dread disease consumption, after years of great suffering.

I will come directly I have finished my writing.

It is a curious fact that man is a paradox. He was so clever that anybody could impose on him.

That mother and daughter both resemble each other. He blames all his naughtiness on his cousin.

AUXILIARY VERBS.

Auxiliary Verbs are short words prefixed to principal verbs to aid in forming the various moods and tenses.

The **Auxiliaries** are *may*, *can*, *must*, *do*, *be*, *have*, *shall*, *will*, and their variations.

Will, *do*, *be*, and *have* are also principal verbs.

Shall and Will. The nice distinctions that should be made between these two auxiliaries are, in some parts of the English-speaking world, often disregarded, and that, too, by persons of high culture. The proper use of *shall* and *will* can be much better learned from example than from precept. Many persons who use them, and also *should* and *would*, with well-nigh unerring correctness, do so unconsciously; it is simply habit with them, and they, though their culture may be limited, will receive a sort of verbal shock from Biddy's inquiry, "*Will* I put the kettle on, ma'am?" when your Irish or Scotch countess would not be in the least disturbed by it.

SHALL, *in an affirmative sentence, in the first person, and* WILL *in the second and third persons, merely announce future action.* Thus, "I *shall* go to town to-morrow." "I *shall* not; I *shall* wait for better weather." "We *shall* be glad to see you." "You *will* be pleased." You *will* soon be twenty." "You *will* find him honest."

SHALL, *in an affirmative sentence, in the second and third persons, announces the speaker's intention to control.* Thus, "You *shall* hear me out." "You *shall* go, sick or well." "He *shall* be my heir."

WILL, *in the first person, expresses a promise, announces the speaker's intention to control, proclaims a determination.* Thus, "I *will* [I promise to] assist you." "I *will* [I am determined to] have my right."

SHALL, *in an interrogative sentence, in the first and third persons, consults the will or judgment of another; in the second person, it inquires concerning the intention or future action of another.* Thus, "*Shall* I go with you?" "When *shall* we see you again?"

WILL, *in an interrogative sentence, in the second person, asks concerning the wish, and, in the third person, concerning the purpose or future action of others.* Thus; "*Will* you have an apple?" "*Will* you go with me?"

Should and *would* follow the regimen of *shall* and *will*. *Would* is often used for *should*: *should* rarely for *would*. Correct speakers say, "I *should* go to town to-morrow if I had a horse." "I *should* not; I *should* wait for better weather." "We *should* be glad to see you." "I *should* like to go to town, and *would* go if I could." "I *would* assist you if I could." "I *should* have been ill if I had gone."

COMPENDIUM

OF

Business Correspondence

AND

GENERAL LETTER WRITING.

BY VIRGINIA PATCHETT,

Teacher of Business Correspondence at

HEALD'S BUSINESS COLLEGE.

PUBLISHED BY
HEALD'S BUSINESS COLLEGE,
SAN FRANCISCO, CAL.

PREFACE.

In publishing this work the object desired was to secure in a condensed form a thoroughly practical course in Business Correspondence. Ranking high, as this subject does, in importance to the general public, it has received far too little attention hitherto, even in our Commercial Schools; and, copious as is the supply of text-books in every other field of literature, this department alone contains but few of real practical utility. Diligent research has been made in all works on this subject now extant, and among hundreds of actual business letters, that only the most practical and generally used forms might be given. The multiplicity of forms usually presented, unaccompanied by a sufficient number of practical exercises, has tended only to bewilder the student, without producing any definite impression. To avoid this result, but little theory with much practical work is here the plan pursued. Accuracy and facility in arrangement and expression are indispensable to every good correspondent and are only to be acquired by study and patient, persistent practice. A knowledge of this fact has led to a large amount of work being required of the pupil at the end of each section. The first three chapters are designed especially for beginners, and those of some literary attainments, who are *unskilled in arrangement.* The last chapter, containing as it does so much that is instructive and entertaining in the letters of eminent persons, cannot fail to interest and benefit even the most proficient in letter writing.

Acknowledgments are due to many sources for valuable information, but especially to the Rhetoric of Rev. James R. Boyd, and the Letter Writer of J. Willis Westlake, for many thoughts contained in Chapter IV. on the subject of Social Letters, Notes and Cards. To these and other authorities, and to the friends who have by kindly criticism aided in this work, grateful thanks are tendered.

TO THE TEACHER.

THE following is an outline of the steps to be pursued to use this work successfully:

1. Have each student make an *accurate* copy of the complete letter following the introduction; this will call the attention particularly to the general arrangement, and punctuation.

2. Have all the lessons on *form* learned and the answers to the questions written, or recited in class. The exercises at the close of each section should be written by the pupil, and returned to him after being corrected: he should not be allowed to proceed until the letters at the close of Section IV. have been copied and *correctly* arranged.

3. When the student is thoroughly proficient in the *arrangement*, he may be allowed to take up the subjects of perspicuity and brevity, but not before. A correct mechanical form must be the first thing acquired. In copying the brief letter at the bottom of page 105, place it so that the body of the letter will come in the center of the page, the space above the heading being nearly equal to that below the signature.

4. The exercises on Capital Letters, Punctuation, and Business Letters, may be indefinitely extended if the *needs* of the pupil should require it.

5. For Chapter IV. the general plan corresponds to that of the Business Correspondence. First, study forms; then the letters and extracts, *noting* and *criticising* all peculiarities of expression, and then require of the pupil original letters on similar subjects.

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Introduction.

Business Correspondence—[1]intercourse on business subjects by means of letters,—[2]is the most important division of prose composition, and at the same time the most easily acquired. The subject in a business letter [3]is clearly defined in the mind of the writer, before the necessity of expression arises; while in all other prose productions much must be supplied by and the beauty depends upon the imagination.

The three most important characteristics of a good business letter are—[4]neatness, perspicuity and brevity.

Neatness—including [5]penmanship and general arrangement according to the most approved models—should rank first, for, however meritorious the other qualities may be, without this *first* essential, a good impression of the writer will not be produced in the mind of his correspondent.

Perspicuity—[6]clearness, especially of statement — renders each letter with its answer a complete history of the transaction which forms its subject.

[7]It requires that every detail should be carefully considered and ranked in the order of its importance as a component part of the complete subject.

Brevity—[8]shortness—requires that, however necessarily long the letter may be from the nature of the subject, not one unnecessary word should be used.

Having thus noted the most important points, they will next be considered carefully, beginning with neatness as embodied in form; shown, 1st., as a whole in the model letter; and, 2d., as component parts in sections of Chapter I.

QUESTIONS.

1. Define Business Correspondence.
2. What is its rank in prose composition?
3. What is said of the subject of a business letter?
4. What are the three important characteristics?
5. What are included under the subject of neatness?
6. Define perspicuity.
7. What does it require?
8. Define brevity.

San Francisco, Cal., July 1, 1883.

M. S. Jones, Esq.,
780 Canal St.,
Philadelphia, Pa.

Dear Sir:— This will introduce to you, Mr. C. J. Stone, a friend of mine who goes East with the intention of visiting your city.

His profession—architecture—he has practiced for many years in this city with marked success; having drawn specifications for many of the most important buildings on this coast

as well as in this city.

Not content with what he has already accomplished he wishes to avail himself of the advantages of a personal inspection of the model buildings, triumphs in architecture, in the eastern cities and Europe.

Any assistance you can render him, he will thankfully receive, and it will also be considered a personal favor to,

Very sincerely yours,

J. K. Stowell.

Letter Writing.

CHAPTER I.

SECTION I—HEADING.

[1]The place where, and the time when, the letter is written should be given in the heading.

The place should always be [2]the post-office address of the writer [3]so that his correspondent may use it, if necessary, in directing the reply.

The time should always include [4]the month, day of the month, and year.

The general rule for placing the heading in letters that are to be *nearly* a page, or a number of pages in length, is,—[5]Begin on the first ruled line at or near the center of the page, and extend toward the right.

[6]One, two, or three lines may be used, depending on the number and length of the items. Where two or more lines are used [7]begin the first about the center of the page, and each subsequent line [8]about three-fourths of an inch to the right of the preceding line.

If the letter is to be quite short, [9]begin low enough on the page to bring the body of the letter as near the center of the page as possible.

Only [10]two pauses are used in punctuating the heading; the comma, [11]between the separate parts, and the period [12]after each abbreviation and at the close.

Chicago, July 1, 1883.

[13]This city is so well known that no other item in the location need be given.

Portland, Me, July 2, 1883.

The [14]State is given to distinguish between this city and others in different States bearing the same name.

Mark West, Sonoma Co.,
Cal., July 3, 1883.

The [15]county is required when the town is not well known.

417 Kearny St., San Francisco,
Cal., July 4, 1883.

[16]The number and name of the street should always be given in a city which has a postal delivery, unless directed to a post-office box.

P. O. Box 320, Santa Rosa,
Cal., July 5, 1883.

When necessary to give post-office box, [17]it should be the first item.

[18]Official letters often require as many as three lines for the heading, but [19]two will usually be sufficient for business letters.

Student should copy the preceding examples carefully and give in addition five original ones.

Arrange properly and punctuate the following headings:

1. July 5, Park Ave., No. 39, 1883, Cal., Sacramento.
2. Market St., Baldwin Hotel, 1883, San Francisco, Cal., July 2.
3. Ohio Dec. 3, Mahoning Co., 1882, Youngstown.
4. San Francisco, 1200 Grand Ave., July 4, 1883.
5. Cal., Napa Co., July 16, Creston, 1883.
6. 1883, July 5, Sacramento, cor. J and 14th Sts.,
7. Alameda Co., Seminary Park, Mills' Seminary, 1883, July 7.
8. Modoc Co., Hayden Hill Mine, July 8, 1883, Cal.
9. Mass. Boston, 1883, 89 Boylston St., July 4.
10. San Jose, P. O. Box 93, July 9, 1883, Cal.

QUESTIONS.

1. What items are included in the heading?
2. What is meant by the *place?*
3. Why should it be given?
4. What are the divisions of the *time*?
5. Where should the heading begin?
6. How many lines should be used?
7. Where should the first begin?
8. Where should the second or third line begin?
9. Where should the heading begin when the letter is very short?
10. What pauses are used in punctuating the heading?
11. When is the comma necessary?
12. When is the period used?
13. Why is the city alone sufficient in example 1?
14. Why is the State given in example 2?
15. Why is the county given in example 3?

16. When should the number and name of the street be given?
17. When the post-office box is given, where should it be placed?
18. How many lines are sometimes used in official letters?
19. How many for other business letters?

SECTION II.

MARGIN AND ADDRESS.

[1]Three-fourths of an inch space must be kept free from all writing on the *left*-hand side of each page of business note paper. A slight variation in this width would make no especial difference, [2]provided, the margin be uniform.

If small note paper be used [3]the margin should be much narrower, [4]so that the relative proportion may be preserved.

If the student finds it difficult to keep the margin even at first, he may [5]place his ruler the proper distance, three-fourths of an inch, from the left edge of the paper, and make a light dot in lead pencil on each line. Begin the first word of each line, except part of the address and new paragraphs, at the dot.

The address, [6]name, and location of the person to whom the letter is written [7]should begin at the left margin and on the next line below the heading.

The only exception to this rule is [8]in official letters, in which [9]the address may be placed at the close of the letter beginning [10]on the next line *below* the signature and *at* the margin line.

If the address consists of two or more lines [11]each one begins three-fourths of an inch to the right of the preceding one.

The location [12]must never be placed on the same line with the name of the person, but [13]on the line below.

Punctuation of the address requires the same rule as the heading; viz., [14]The comma between the items; the period after each abbreviation and at the end.

The complimentary address [15]consists of the word or words of respect placed after the completed address and [16]on the line below it.

Either the [17]comma or colon may be used after the complimentary address, but either one should be followed by the dash.

Mr. John Smith,
Denver, Col.

Sir:—

When a title precedes the name [18]it must be placed at the marginal line.

The name of the city and the abbreviation for the State [19]may be placed on the same line [20]except in cases in which they are so long as to extend near the right side of the page. The complimentary address begins [21]three-fourths of an inch to the right of the second line of the address.

John Smith, Esq.,
396 High St., Denver,
Colorado.

Sir.—

Any title used after the name [22]should be separated from it by a comma. When several titles follow the name [23]they are separated from each other by the comma.

[24]Esquire, abbreviated Esq. or Esqr., [25]may be used in business letters in all cases in which Mr. is applicable; but, being titles of courtesy, both [26]should not be used in the same address. Mr. is occasionally used with other titles, but is only correct in a few instances.

The second line contains the number and name of street and the city; the State is written on the third line and [27]when alone, as in this instance, looks best written in full. To place the complimentary address in this case to the right of the last line in the address [28]would bring it too near to the center of the page, so it is placed three-fourths of an inch to the right of the marginal line.

This form is the best [29]in all cases in which the address occupies three or more lines.

Prof. W. T. Welcker,
Supt. Pub. Instruction,
Sacramento, Cal.

Sir.—

The official appellation is placed [30]on the line below the name.

A letter to a corporation or company may be directed [31]to the President or the Board of Directors, Trustees, or any other name by which they are known.

Messrs. Ellis & Crane,
Stockton, Cal.,

Gentlemen:—

In addressing a gentleman who is a stranger, or only a slight acquaintance, Sir is the best form; for a firm of two or more, Sirs or Gentlemen. [32]A very intimate acquaintance only would warrant Dear Sir, or My dear Sir.

Mrs. Henry French,
Lincoln, Neb.

Madam:—

In addressing a married woman [33]always give the christian name of her husband; but a widow [34]should be addressed in her own name; as:—

Mrs. Corinne French,
Lincoln, Neb.

Madam:—

In addressing an unmarried lady the complimentary address [35]should be omitted and the body of the letter should begin on the next line after the address; as:—

Miss. Carrie Howard,
Benicia, Cal.
We have sent the music you ordered to your address, etc.

After carefully studying the forms already given, the student should arrange and punctuate the following exercises.

1. Mr. Lionel H. Brown, 344 Gough St., San Francisco, 1420 Broadway, Oakland, Cal., July 15, 1883, Sir.

2. 16 of Sept., 1883, Globe City, Arizona Ter., Mrs. Jos. Hoffmann, 1265 Pine St., New York, Madam.

3. Honolulu; H. I., Sept. 2, 1883,—Rev. Philip Brown; New Orleans; La., U. S. A.—

4. Heald's Business College; San Francisco. Cal., July, 10, 1883, Messrs: Duncan & Dunn, Rue St. Honoré, Paris; France; Gentlemen:—

5. 1347 Mincing Lane, London, Eng. Aug. 7, 1883, Prof. Robt. M. Johnson, Pres. University of North West, St. Paul, Minn, Sir:—

6. Laurel Hall, San Mateo Co., Cal, Aug. 24, 1883, Miss Josephine Green, Your letter of 16th inst. received, etc.

7. Sitka—Alaska Ter.—Sept. 19, 1883—Proprietors New York *Tribune*, Gentlemen.

8. Use your own location and the present date and begin a letter to the President of the C. P. Railroad.

9. Liverpool, Eng., Oct. 19, 1883, Pres. Grain Trade Association, San Francisco, Cal, Sir:—

10. July 17, 1883, 1008 Broadway, New York, Alexander Craigmile, M. D., 14 High Bridge Terrace, Birkenhead, Eng.

QUESTIONS.

1. How wide and on which side should the margin be?
2. On what condition may it be varied?
3. What of the margin on small note paper?
4. Why?
5. What means may be used to secure uniformity?
6. What is the address?
7. Where should it begin?
8. What exception?
9. Where may an official address be placed?
10. Where should it begin?
11. Where should each line after the first begin?
12. What of the location?
13. Where should it be placed?
14. What is the rule for punctuation of the address?
15. What is the complimentary address?
16. Where should it be placed?
17. What punctuation is required?
18. Where should a title that precedes the name be placed?
19. What of the city and abbreviation for the State?
20. What exception?
21. Where should the complimentary address be placed?
22. What of a title used after a name?
23. When several titles are used?
24. Esquire, how abbreviated?
25. When used?
26. Why not use Mr. and Esq. together?
27. What of the State when written on a line alone?
28. Why not place the complimentary address to the right of the address?
29. When should this form be used?

30. What is the position of an official title?
31. What address would be used for a corporation?
32. What is said of the use of Dear Sir or My dear Sir?
33. How should a married woman be addressed?
34. How a widow?
35. How an unmarried lady?

SECTION III.

BODY OF LETTER.

The body of the letter [1]includes everything that is given between the opening and closing of the letter, whether one subject has been discussed or many.

The *position* of the beginning of the body of the letter is usually governed by [2]the length of the address. If only one or two lines are used [3]the body of the letter begins on the next line below the complimentary address and a little to the right, as:—

Oakland, July 10, 1883.

Sir:—

We have shipped to your address ten bales of cotton, etc.

Or:—

San Jose, July 20, 1883.

Smith & Enfield.

Gentlemen:—Your letter was received too late to fill your order yester= day, etc.

Although the two preceding forms are in common use, they are not the best forms for business letters, as [4]neither contains the complete address which should always be given; as:—

468 Eighth Ave., New York,
Aug. 26, 1883.
S. W. Shepard & Co.,
San Francisco, Cal.
Gentlemen:—Four of the five articles you ordered are not to be had in this market, etc.

Or:—

28 State St., Chicago,
Sept. 9, 1883.
T. T. Houghton & Bro.,
23 Main St., Birmingham,
England.
Gentlemen:—This will be presented to you by J. J. Stone, etc.

If either of the above forms are used there can be no uncertainty in regard to beginning the body of the letter: in either case it is to be [5]immediately after the complimentary address and on the same line.

Paragraphs [6]are used to mark the important divisions in a letter—whether they all refer to one subject, or each to a different subject. Each new paragraph [7]should begin three-fourths of an inch to the right of the margin line or one and a half inches from the edge of the paper. If the last form given above be used, every paragraph will begin directly under the complimentary address, which is the [8]beginning of the first paragraph.

QUESTIONS.

1. Define body of letter.
2. Upon what does the position of the beginning depend?
3. Where should it be placed if only one or two lines have been used?
4. What objection to the two forms given?
5. What is the general rule for beginning the body of the letter?
6. What is the use of paragraphs?
7. Where should they begin?
8. What is said of the complimentary address?

SECTION IV.

COMPLIMENTARY CLOSING AND SIGNATURE.

After the body of the letter is completed, it is customary and therefore necessary to place [1]some word or words indicating respect on the part of the writer for his correspondent.

With the exception of official letters which may be made very formal, [2]one or two lines should be sufficient for the complimentary closing and the arrangement [3]should correspond to that of the heading, the [4]first line beginning at or near the center of the page, on the next line below the body of the letter, and the second line, when two are used, [5]should begin three-fourths of an inch to the right of the first. If the complimentary closing is long enough to fill two or three lines [6]it may be arranged as a paragraph and so appear as a part of the body of the letter.

The signature—[7]name of the writer—[8]must be written alone, [9]on the next line below the closing terms of respect, and should end [10]near the right-hand side of the page.

Three-fourths of an inch has been given as the standard of measurement in the heading, address, margin, paragraphing and conclusion [11]because it is a good medium and it is necessary to maintain uniformity throughout the entire letter. [12]The beginning of no two lines, except in the body of the letter, should ever form a vertical line.

[13]The same rules used for the punctuation of other species of composition, apply to the body of the letter and [14]may be found on page 30 of the Grammar; also on [15]page 7, the rules for the use of capitals.

The [16]comma and period only are used for the punctuation of the complimentary closing and signature. The comma [17]after each item or division except the last, and the period [18]after each abbreviation and after the complete signature.

Copy the following conclusions and compose five original ones.

1. Respectfully yours,

Thompson, Judson & Co.

2. With great respect,

Your obedient servant,

T. Leonard Anderson.

3. I am, Sir,

Respectfully,

John S. Harris.

4. Yours truly,

Campbell Bros. & Co.

5. Hoping you will consider my application worthy a favorable reply, I remain, Gentlemen, with great respect, yours to command,

L. W. Boynton.

Student should copy on business note paper *one* or *more* of the following letters, as the teacher may direct, paying particular attention to the general arrangement and punctuation.

Arrangement of all parts to be in accordance with forms heretofore given.

San Francisco, July 24, 1883.

Messrs. Smith & Co.,
San Jose, Cal.

Gentlemen:—Mr. C. C. Royal, who is leaving my employ on account of the coolness of this climate, has been in my hardware store for three years, during which time he has discharged every duty faithfully, proving himself to be industrious and thoroughly reliable.

He is an excellent business penman, and a thorough accountant, and in case you are needing an assistant, you cannot do better than to employ him. If you should not need him and can recommend him to some other business house in your vicinity, in which he can get a lucrative position, you will confer a favor on

Yours truly,
(Student's signature).

Healdsburg, Sonoma Co.,
July 28, 1883.

Editor *Heald's College Journal*,
San Francisco, Cal.

Sir:—Please find inclosed One Dollar ($1), for which forward to my address the *Journal*, for one year, beginning with the next number.

Address to
J. L. Stanton.

Auburn, Placer Co.,
Cal., July 21, 1883.

J. W. Davidson & Co.,
San Francisco, Cal.,

Gentlemen:—Please forward to my address per Wells, Fargo & Co.'s Express, C. O. D., the following:—

3¼ yds. Black Velvet No. A.
3 bolts Blue Satin Ribbon 1½ in. wide.
4 doz. Pearl Buttons, small size.
16 yds. Summer Silk, small checks.
12 dozen White Linen H'd'k., best quality.
15 yds. Torchon Lace, 2in. wide.

Immediate attention to this order will greatly oblige,
(Student's signature).

Bridgeport, Mono Co.,
Cal., Aug. 9, 1883.

Agent Home Mutual Ins. Co.,
216 Sansome St.,
San Francisco.

Sir:—I have three lots with first-class buildings on them, situated in the part of your city known as Hayes Valley, which I wish to insure in your company.

Will direct my agent, C. S. Warner, to call on you, and show you the property, and pay the premium, whatever it may be.

Please send me copy of your special rates, as I have some property here that I may insure if the rates seem reasonable.

Respectfully yours,
(Student's signature).

QUESTIONS.

1. Define complimentary closing.
2. How many lines necessary?
3. To what should it correspond in arrangement?
4. Where should the first line be placed?
5. Where should the second line begin?
6. How may the closing be arranged when very long?
7. What is the signature?
8. How written?
9. On what line?
10. Where should it end?
11. Why three-fourths of an inch used for standard of measurement?
12. What general rule for arrangement?
13. What rules for punctuating body of letter?
14. Where found?
15. Where are rules for use of capitals?
16. What pauses used for punctuating the complimentary closing?
17. When is the comma used?
18. When the period?

SECTION V.

FOLDING OF LETTER.

The mere mechanical folding of a letter is a matter of no little importance, for [1]if awkwardly put together it produces an impression of ignorance or extreme carelessness that numberless merits cannot remove. The business man must acquire a [2]neat and rapid way of folding [3]that will leave his letter in such form as to give his correspondent the least possible trouble to prepare it for reading.

The method of folding here given has reference only to [4]business note paper, which is the only paper suitable for business men; a smaller size [5]would detract from the dignity of the letter.

Whether the letter consists of one or more pages, [6]always have the beginning or heading of the letter facing you when you begin to fold. [7]Turn the sheet up from the bottom toward the top until the length is nearly that of the envelope. Next [8]fold the sheet from the right toward the left until the *fold* is nearly the width of the envelope.

Lastly, [9]fold whatever remains of the sheet from the left toward the right over the preceding fold. The letter will then be ready for insertion in the envelope; but this [10]must not be done until the superscription has been placed upon the envelope, for two reasons, first,—[11]The envelope with the letter in it does not present so good a surface to write upon; second,—[12]If several letters have been written at once there is a liability of sending your letters to the wrong persons. Carelessness in this respect has often occasioned absurd mistakes, and occasionally very serious ones.

QUESTIONS.

1. What is the effect of a badly folded letter?
2. What manner of folding is required?
3. What special effect to be produced?
4. What size of paper is here referred to?
5. What is said of a smaller size?
6. What is the first point to observe?
7. What is the first fold?
8. What is the second?
9. What the third?
10. Should it then be put into the envelope?
11. What is the first objection?
12. What the second?

SECTION VI.

SUPERSCRIPTION.

The superscription—[1]that which is written upon the outside of the envelope—is to a certain extent [2]the most important point in letter writing. The superscription [3]has produced an impression—favorable or unfavorable—that can never be entirely eradicated by anything else, before the letter has been seen.

With a little care every one may acquire a good superscription, for [4]*fine penmanship* is not an *essential*, although it is *power* that should not be lightly estimated.

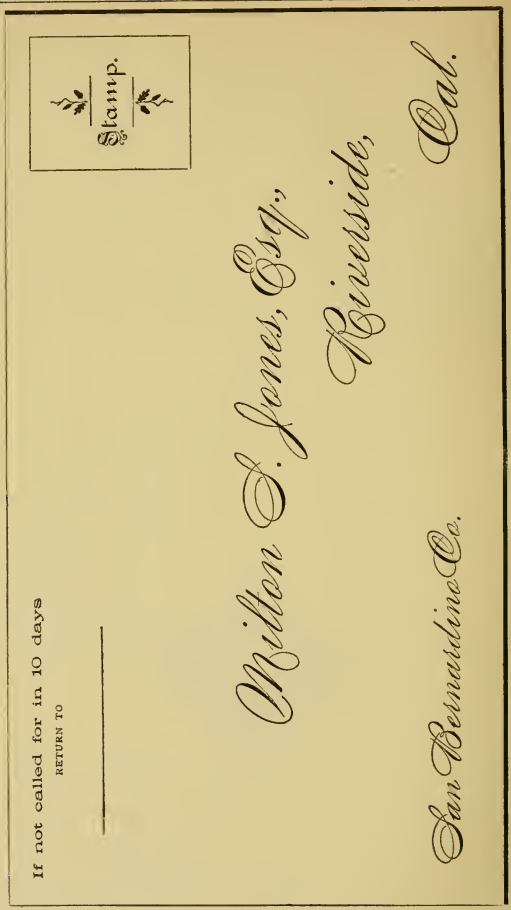
It *is* essential though that the address should be [5]*distinctly* written and *neatly* placed.

A general rule—as nearly as one can be given that will apply to all cases—is to [6]place the name of the person addressed a little below the center of the envelope so that a line drawn through the center of the envelope would form a head line for the small letters. [7]The space on

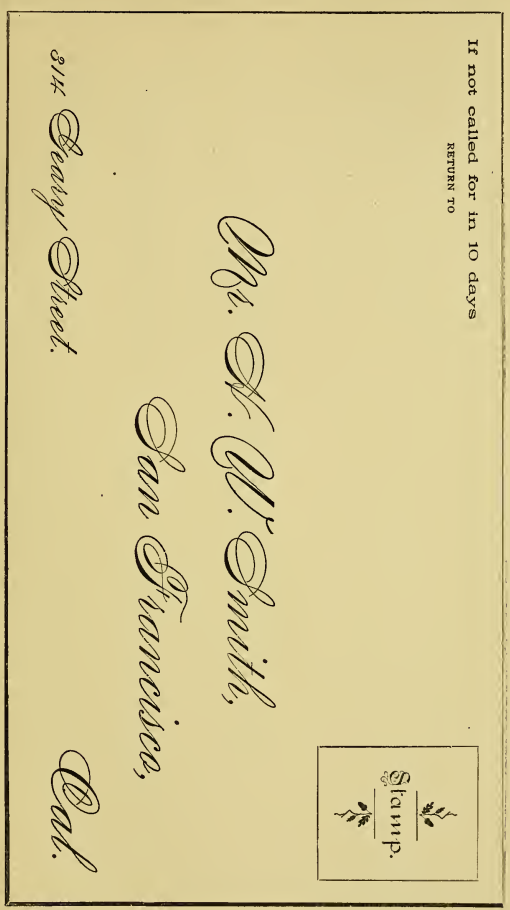
the left of the name should be about the same as that on the right. The other lines, whether there be two or more, [8]should slant gradually toward the right, each being, when the length of the items will permit, about three-fourths of an inch to the right of the preceding one.

The [9]*last* should end near the right-hand lower corner, about one-fourth of an inch from the right-hand side and the same distance from the bottom. If one item is placed in the lower left-hand corner [10]it should also be one-fourth of an inch from the left-hand side, and the same distance from the bottom.

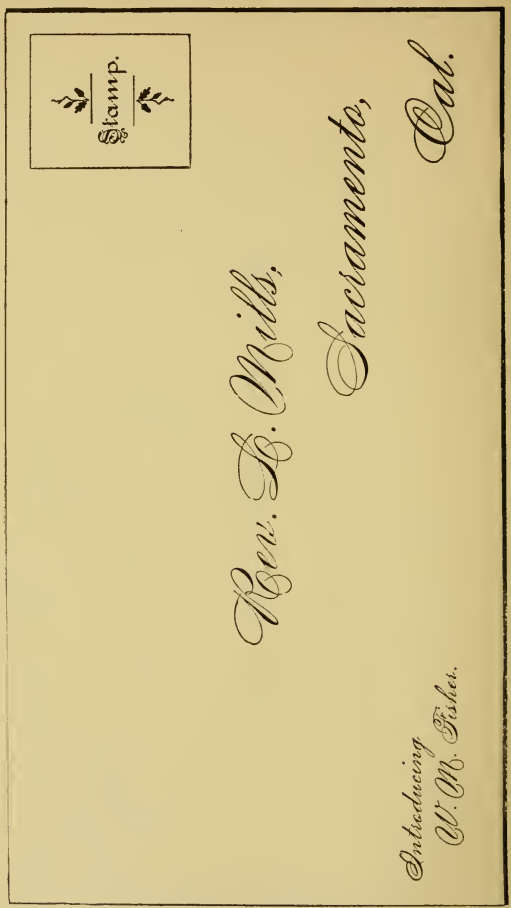
The [11]comma and period are the only points used in punctuating the superscription, the [12]comma after each item except the last, and the [13]period after each abbreviation and the last item.



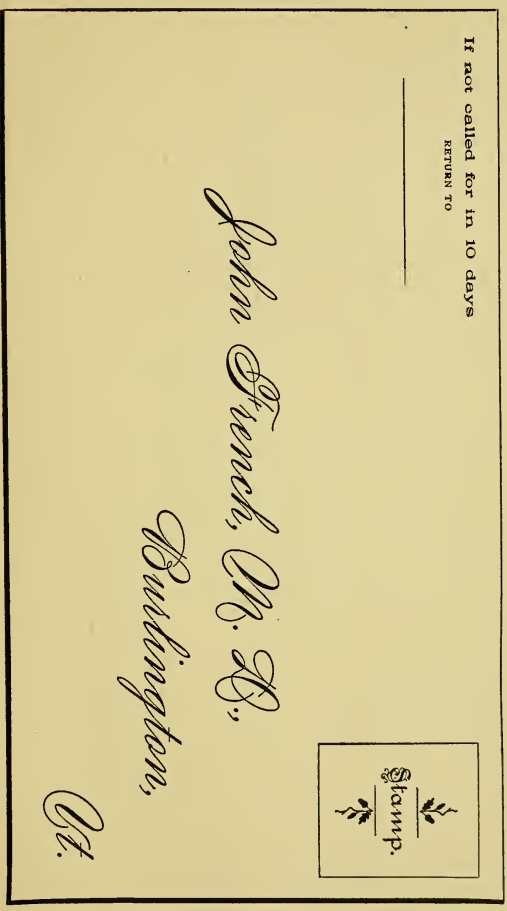
This superscription consists of four distinct items. Name of person, of town, of county, and of State. The comma between Jones and Esq. is in accordance with the rule that, "a title placed after a name must be separated from it by a comma. The second item—name of town—being quite short is carried to the right of a point that would be on a line drawn from the first to the last item. The position of items coming between the first and last should be governed by their length.



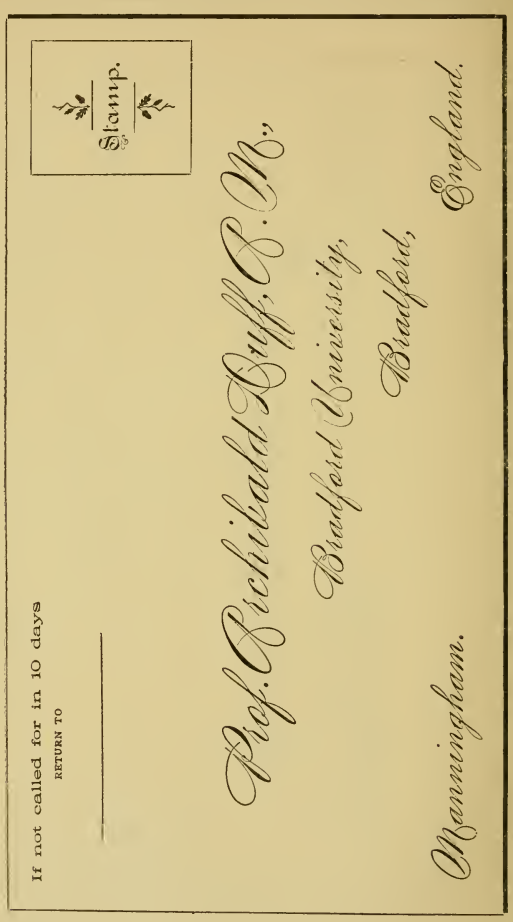
In this diagram [15]the name and number of the street take the place of the county in the preceding diagram. The second item—San Francisco—is begun to the left of the line of uniform slant on account of its length, which would bring it too near the right-hand side if it should begin on a line between the first item and the last.



This diagram represents the manner in which the superscription should be given for a letter of introduction. [16]The word introducing and the name of the person for whom the letter is written are placed in the lower left-hand corner. The other items are exactly the same in substance and arrangement that they would be if the letter were to be sent through the mail. The title coming before the name is not separated from it by the comma.



[17]The city being well known it is unnecessary to give the county.



This superscription consists of five distinct items. [18]The name of the person with titles, of university, of city, of country, and of district. The last is a very important item in English superscriptions.

Although the use of abbreviations is so common in writing the names of the States, it is best to write the name in full in addressing to distant States.

If the last item—England—in the above diagram had been abbreviated, the left slant could not have been kept uniform, for the second and third items would have been too long, and if placed on a line drawn from the first to the last item would have extended far to the right. If by writing the name of the State or country in full the left slant can be kept uniform, it should be done even when the abbreviation is well known.

If the student will study carefully the foregoing diagrams, applying the rules for punctuation, he need never be in doubt as to the proper punctuation of a superscription after the items are arranged.

In arranging the superscription, the position of some items should never deviate from the rule. The name or names addressed should be placed a little below the center and equidistant from the left side and the right. The last item should always *end* one-fourth of an inch from the right edge, and the same distance from the bottom. An item placed in the left-hand lower corner should *begin* one-fourth of an inch from the left edge and the same distance from the bottom. The stamp should always occupy the upper right-hand corner. The items between the first and last vary in position according to their length. The special request for letters to be returned, usually printed on business envelopes, is placed across the left end or in the upper left-hand corner of the envelope.

Among business men there is to some extent [19]a tendency to drop all titles, especially those of courtesy. This practice [20]should not be countenanced, for not only does [21]politeness demand that you should accord all possible honor to your correspondent, but [22]in many cases the title helps to *identify* when both Christian and surname are too common to be distinctive.

The titles most commonly used will be particularly noticed in Chapter IV.

Arrange the following items for superscriptions, on business-size note paper, ruling figures similar to the diagrams to represent envelopes. After each one is completed, examine carefully to see that the punctuation is in every respect correct:—

1. Daniel Clark Esq. Salem Oregon.

2. Major General H. T. Powers, U. S. A. Washington District of Columbia.

3. Lieutenant Commander B. M. Bronson U. S. N. Baltimore Maryland.

4. John Lyons—D. D. S.—Casey, Guthrie Co—Iowa.

5. Mrs. Wm. M. Lane, Clarendon, New South Wales.

6. Mrs. W. F. Bell, Atlanta, Georgia 1011 Clay St.—

7. Messrs. Coleman & Sons P. O. Box 1549 Louisville, Kentucky.

8. Messrs. Colton & Hayne, 93 Howgate Hill Upper Thames Street London—England.

9. To the President, Executive Mansion, Washington, D. C.

10. His Excellency, Gov. Grant, Executive Chamber Denver, Col.

11. Hon. W. H. Hillyer, Consul U. S. A., Rio Janeiro Brazil.

12. Prof. W. D. Whitney, Yale College, New Haven, Conn.

Give five original examples similar to the above.

QUESTIONS.

1. Define superscription.
2. What is said of its importance?
3. Why?
4. What is said of fine penmanship?
5. What two things essential?
6. What is first point to observe in placing superscriptions?
7. What the second?
8. What the third?
9. What should be the position of the last item?
10. What of an item in the lower left-hand corner?
11. What points used in punctuating the superscription?
12. When is the comma used?
13. When the period?
14. What of a title placed after a name?
15. What of number and name of street?
16. What of superscription for letter of introduction?
17. What is said of diagram No. 4?
18. What items in diagram 5?
19. What tendency among business men?
20. What is said of it?
21. What is first reason given?
22. What the second?

SECTION VII.

INSERTION AND STAMP.

The envelope and letter both being now completed, the [1]letter must be placed properly in the envelope. [2]Take the envelope in the left hand with the lap pointing toward the points of the fingers, the opening up, then with the right hand take the letter with the last folded edge *up*, and without changing the position of either slip it into the envelope. Next [3]seal the envelope carefully and [4]place the stamp, as indicated in the diagram, in the upper right-hand corner, about [5]one-eighth of an inch from the top, and the same distance from the right edge.

In all letters that demand an answer, referring solely to the personal business of the writer, [6]a stamp should be inclosed. It will often insure an answer that would never otherwise be received.

QUESTIONS.

1. What is the next step after the superscription and letter are completed?
2. Give complete directions for insertion.
3. What next?
4. Then what?
5. How far from top and edge of envelope?
6. What of letters referring solely to personal business?

SECTION VIII.

POSTAL-CARDS AND TELEGRAMS.

The superscription [1]should always be placed upon a postal-card *before* the communication is written upon the other side. This caution is considered necessary from the fact that it is usually on occasions demanding special haste that the postal is used, and hence it is of frequent occurrence that the superscription is omitted, and the postal never reaches its destination. The [2]location and date should always be given on a postal-card, and [3]may be placed in the right-hand corner at the top or the left-hand corner at the bottom. The [4]address and complimentary closing should be omitted even if the communication is so short as not to occupy all the space allotted to it. [5]Never write anything on a postal that you are not willing for every one to know. [6]Unless well known to your correspondent, give your signature in full.

Telegrams [7]should be as directly to the point as the use of the fewest words possible can make them. [8]Omit the complimentary address and where there is but little space, the complimentary closing also.

For the exercises, rule figures the proper size for postals on business note-paper.

1. Write to Messrs. Vick & Co., Washington, D. C., stating that you would like for them to send you some good, fresh garden-seeds, to be sold on commission. That you would not take anything that was not perfectly reliable, and they must be done up in papers ready for the retail market.

2. Write Messrs. Vick & Co.'s answer to the above, in which they say that they can only ship seeds to strangers C. O. D., but will fill any order you may send them, on your own terms, provided you can furnish some reliable reference in Washington. Address to yourself, c/o L. J. Hunt.

3. Write to Leonard & Co., Washington, D. C., with whom you have an intimate acquaintance, asking them to furnish Vick & Co. with the required testimonials.

4. Write postal to Heald's Business College, San Francisco, Cal., asking for information in regard to the character of a graduate who has applied to you for position as entry clerk.

5. Write postal to H. E. Hibbard, Bryant & Stratton Business College, Boston, Mass., asking for information regarding school.

6. Write telegraphic message to Ivison, Blakeman, Taylor & Co., New York, ordering 3 doz. Webster's Dictionaries (unabridged), sent to your address C. O. D.

7. Write telegraphic message to Palmer House, Chicago, Ill., ordering suite of rooms for 15th prox.

8. Send telegraphic order amounting to $136.50 to M. N. Pierson, Richmond, Va.

9. Order by telegraph from LaRue & Co., St. Augustine, Florida, one bunch ripe bananas, fifteen boxes oranges, and five hundred limes, to be sent by express immediately.

10. Write telegram to W D. Allison, 319 State St., Chicago, asking if he will accept position of traveling salesman for Grim & Co., of Sacramento, Cal., at salary of $3,000 per year.

11. Write five original telegrams.

QUESTIONS.

1. What of superscription of postal-card?
2. What should always be given?
3. What two forms for placing the location and date?
4. What of the address and complimentary closing.
5. What caution given?
6. What in regard to signature?
7. What of telegrams?
8. What should be omitted?

CHAPTER II.

SECTION I.

PERSPICUITY.

The first requisite of good composition is, [1]that it should be perfectly clear and neither above nor below the dignity of the subject-matter.

Clearness—perspicuity—depends [2]not alone on the choice of words but on the construction and arrangement of the sentences. In making choice of words, use care to [3]select as many as possible of Saxon origin; [4]for they are most in use, and therefore best understood by the middle and lower grades of society. [5]Select nouns and verbs from those in common use, and the effect of clearness will then be produced even if the modifying words are uncommon, compound, or newly coined. [6]It is always allowable and often especially desirable to produce a more elevated and elegant style than the use of ordinary words will effect, but it must be done by the modifying, and not the principal words.

The clearness of a sentence [7]does not depend upon its length nor upon the punctuation but on its arrangement. [8]The predicate should

be placed near the subject even in long sentences, [9]so that the idea to be conveyed in each part may be taken in at once and the connection to the whole be seen clearly as we proceed. [10]If many clauses are placed between the subject and predicate, and the meaning is not complete until near the end of the sentence, it cannot be easily understood. Compare the two sentences following and see which is clearer: "It is not without a degree of patient attention and persevering diligence, greater than the generality are willing to bestow, though not greater than the object deserves, that the habit can be acquired of examining and judging of our own conduct with the same accuracy and impartiality as that of another." "The habit of examining our own conduct as accurately as that of another, and judging of it with the same impartiality, cannot be acquired without a degree of patient attention and persevering diligence, not greater indeed than the object deserves, but greater than the generality are willing to bestow."

Inexperienced writers should observe the following points: 1. [11]Avoid the frequent use of participles; 2. [12]Be careful to select suitable connectives, especially in cases in which they should be correlative; 3. [13]Never use long parentheses, and seldom use short ones; 4. [14]Place adverbs so there can be no doubt as to what they modify; [15]by an improper position they may be made to qualify a wrong word and convey a meaning totally different from that intended. The same caution should be observed in using adverbial or prepositional phrases. 5. [16]Never use a pronoun—either personal or relative—when there can be any doubt as to its antecedent. The relative pronoun is more restricted in position than the personal pronoun, and having but little to mark its connection with its antecedent [17]should follow the antecedent as closely as possible, and always in the same sentence. The personal pronoun more nearly resembling the noun [18]may be used at a greater distance, either in the same or a subsequent sentence. If [19]one or more sentences have intervened the noun should be repeated. [20]Clear expression can only come from clear thinking. [21]Clear thinking can be acquired neither by *indolence* nor by *haste*. [22]Think quickly, for quickness may be acquired without detracting from carefulness, but never think hastily. [23]Haste arises from indolence. The indolent mind when forced to decision [24]grasps and usually obstinately retains the first view of the subject presented, [25]because this requires less effort than to give careful consideration to all modifying circumstances, to weigh justly their influences upon the whole, and to reach a correct conclusion that may appear directly opposed to the preliminary decision.

Overcome every inclination toward carelessness; think clearly and clear sentences must result.

Notice all errors in the following letter:—

New York, July 18, 1882.

Mr. G. Hastings,

731 Sixth Ave., New York.

Dear Sir:—Understanding that you have a great deal of experience in business life, I would like to beg some information from you in that line. And also I would like to know what advantage to put myself to through life.

As I am now going to college, I am not quite ready to take any situation that may be vacated.

I am also in the dark to know what course to take when I get through school. If I am not asking too great a favor from you, I would like to have your opinion in the matter, and I think that it would be of great advantage to me.

Hoping that you may favor me I remain,

Yours respectfully, ——— ——

All that is contained in the above letter could have been given in one-half the space used if the sentences had been clear and there had been no repetition. Students should correct all errors in the above and rewrite making it as concise as possible.

Pittsburg, Penn., Feb. 7, 1883.

Messrs. Young and Norton,

68 Broome St., New York.

Gentlemen:—Yours of the 3d inst. was quite a surprise as I had not referred to your letter of Dec. that contained the check since received and had no idea but that the 13 dollars for said casks was collected at that time or I should of rectified it before this as it was not noticed by me but the mistake was yours and not mine as your letter at that time proves on the bill rendered at that time the freight and charges with the 13 dollars for the cask returned were all on the bill but not properly deducted then it says net 29.75 I never gave it a second thought but am pleased to correct any mistake that concerns me you will please present said bill to A. Jacobs & Co. my agents and they will please pay the same for me and charge the same to my account thirteen dollars.

Yours respectfully, D. C. Smithson.

Correct all errors in the foregoing letter, rearranging and dividing nto separate and complete sentences.

St. Paul, Minn., Oct. 10, 1882.

Allen & Rice,

30 Lafayette Place, New York.

Gentlemen:—Your letter came to-day and I will answer your letter. I failed in the stationery business and came out eight hundred dollars in debt so I am in no condition to pay you or any one else. I am very sorry I owe you as I have nothing to pay with. I could not pay expenses with the price I got for my stationery. I can't to-day pay one farthing on the dollar to any person, which I am very sorry to say, hoping this will be some satisfaction to you until I can do something more satisfactory for you.

Yours truly, Ross Turner.

Rewrite the above, making all necessary corrections and changes in construction.

Las Vegas, New Mexico T., March 1, 1883.

Green & Brewer

St. Louis, Mo.

Gentlemen:—Please send me by the next express 5 boxes of Florida oranges and with about 200 oranges in a box, 50 lbs. of Eastern Peanuts and send by express a box of limes if they could be got at the lowest rates of market prices.

Yours truly, A. Langdon.

P. S. I was pricing your goods three weeks ago. If you send the things the money is ready for you. Send an answer to me immediately so I won't get disappointed by the first return mail. A. L.

Correct the above letter and include all that is necessary in the letter, omitting the postscript.

QUESTIONS.

1. What is the first requisite of good composition?
2. On what does clearness depend?
3. What class of words should be chosen?
4. Why?
5. What of the nouns and verbs chosen?
6. How can a more elegant style be produced without detracting from the clearness?
7. What is of more importance in a sentence than the length or punctuation?
8. What of the predicate?
9. Why?
10. What is the effect of many clauses?
11. What is the first caution for inexperienced writers?
12. What is the second caution?

13. What is the third?
14. What of adverbs?
15. What effect is produced by wrong position?
16. What is said of pronouns?
17. What of the relative pronoun?
18. What of the personal pronoun?
19. What should be done if one or more sentences have intervened?
20. What of clear expression?
21. What is said of clear thinking?
22. Is it best to think quickly?
23. What produces haste?
24. What is said of an indolent mind?
25. Why?

CHAPTER III.

SECTION I—BREVITY.

[1]Brevity must be observed so far as it is consistent with clearness. In a business letter [2]never use an *unnecessary* word; but [3]never omit a word or phrase for the sake of brevity that would make the meaning clearer. [4]A brief letter may not always be a short letter. [5]The subject may contain many divisions, each of which may be treated of in a few short sentences, and yet the whole may produce a letter of many pages.

The length of a letter should depend entirely [6]upon the subject. [7]Unpractical writers should avoid long sentences, but must not make their sentences too short; for [8]very short sentences produce an abrupt and disconnected style.

[9]Business letters should never be combined with social letters. [10]If it is thought desirable to treat of subjects not strictly connected with business, do so, but in a *separate* letter.

[11]The most desirable qualities for a business letter—brevity and dignity—would detract from a good social letter; hence the impossibility of combining the two without marring each.

[12]Brevity may be assisted to a great extent by precision in the choice of words.

Precision—[13]accuracy—cannot be too carefully studied. [14]The *right* word will usually convey the idea more clearly than ten other words that may appear somewhat synonymous.

The student should study the subject of Misused Words—beginning [15]on page 42 of the grammar—which will give him an idea of what is contained in the definition of precision. One example here will probably be sufficient for illustration. Take the four words, surprised, astonished, amazed, and confounded. [16]We are surprised only at what is new or unexpected; we are astonished at what is vast or great; we are amazed at what is incomprehensible; we are confounded by what is shocking

or terrible. Unlike as these words actually are, we hear them used interchangeably continually.

[17]Make a business letter as directly to the point as possible. If you have a favor to ask, [18]do it in the *very first sentence*, and let whatever you have to say of excuse or compliment follow the petition. Your correspondent will credit you with more manliness and grant the required favor far more readily than if you had filled three or four pages with fulsome compliment and flattery, and then betrayed your object by asking a favor at the close. Make your sentences as strong as possible [19]by using care in placing the important words. [20]Never close a sentence with a weak or unimportant word, as an adverb or preposition, but with a word that will convey some definite idea. [21]Novel reading is a species of intemperance which many persons are guilty of, is not nearly so strong as, Novel reading is a species of intemperance of which many persons are guilty.

Notice all errors in the following letter and rewrite, making the answer as brief and direct as possible, omitting all that is not strictly in accordance with a good business letter.

Galveston, Texas.
July 18, 1883.

Messrs. Hamilton & Morris,
3015 Cedar St., New York.

Gentlemen:—Your letter inclosing Account Sales and Draft, came safe.—I have confidence in you to believe you did the best that could be done under the circumstances, and I am satisfied.—I had been offered 23c a pound at home, by an agent.—So far I have gained a *little* by shipping.—To-morrow, if the day be fit, (it is raining beautifully to-night, thank the Lord!), I will send 15 sacks more of the same sort of cotton to the landing (three miles) to be shipped by first steamer to you.—I will also ship 100 boxes of raisins and if you think there is no danger of *worms* (a man told me he had known lots of raisins, shipped late, to be destroyed by worms.—Is there risk in it?), take your own time in selling, and do just the best for me you can.—I have no other instructions to give you.—I have full confidence in your ability to sell and in your honor that you will make correct returns!—I have not much produce this year, but will have more each succeeding; and if you continue to do well for me, you are the men who shall sell it all. When I find a good friend, I always stick to him pretty closely! —Next year I shall have 60 acres of cotton, instead of 20, as this year. Then soon 150 acres, and by and by shall have 1,000 acres of cotton and the fruit from one thousand orange and lemon trees that I have just planted. Almost *all* of this work has been done, so far, by my own

two hands (my own right hand and left hand I mean!).—I came here broken down in health by work in the counting-room of a large establishment in Baltimore. Now I can work thus! I am pretty poor, but will not always be so! Praise God from whom all blessings flow! Do your duty by me, Gentlemen, and you will always find a friend in,

Yours truly,
John Grayson.

The main points in the above letter are, first, that the Account Sales was received, and was satisfactory; second, that he expected to ship more cotton; third, that he would ship raisins to be sold at the discretion of the consignees. It may sometimes be advantageous to the consignor to establish a strong feeling of sympathy for himself in the consignee, by an account of his struggles and successes, but he should do it in a social and not a business letter.

Trenton, July 4, 1883.

Dear Sir:—Your kind note (containing a check for $15, the balance due me on your bill of goods), of the twentieth proximo was received by me in due course of mail. It found me in the enjoyment of a tolerable good state of health, and I most ardently, sincerely, and earnestly hope that these few lines will find you enjoying the same great blessing.

This is my 3d letter to you.

I am yours very respectfully,

Mr. Edwin Booth.

Student should be required to rewrite the above, giving all necessary corrections, and the reason for each correction. The errors demand special attention, for they are of frequent occurrence.

Hawleyton, Broome Co.,
New York, Jan. 1, 1883.

Russell, Hawkins & Co.,
47 Cherry St., New York.

Sirs:—Not long ago a friend of mine, that I can indeed call a friend, for I have known him for twenty years, and he has always done me a favor when he could, he came to see me and as I was just ready to sell my crop of grain—wheat and barley both and just the very best wheat and barley that ever anybody saw—why I asked him how the grain market was. You see he had just been down to New York on a visit, and as he is a right practical sort of fellow, I allowed that he had found out about all that was worth knowing down there. Well says he I can just tell you what is the very best thing you can do, too quick.

I got acquainted with Mr. Russell while I was down there—he belongs to the firm of Russell, Hawkins & Co.,—grain merchants—and they either buy at the highest market price or you can ship your grain to them and they will store it for you, and watch the market and sell it for you on commission when prices rise. I would advise you to ship your grain now and let them hold it for a rise.

All right says I—you have always given me good paying advice and I am not going back on it now. So he gave me your address and said I had better write to you right away. Now if you gents will just do the very best you can for me I'll give you all my patronage every year and will use my influence in this neighborhood, and I have a good deal I can assure you, to get all the trade here for you. I will have a hundred acres in grain next year any way and perhaps a hundred and ten; so you see it will be to your advantage to secure me for a customer. I forgot to tell you that my friend's name is Edward Perkins; everybody around here for fifteen miles knows Ed. Perkins. My grain is in the granary at present and is not sacked.

Now if you will send me sacks and wait until the grain is sold for payment, it will greatly oblige me and I will have no hesitation in using my influence for you and telling others what you have done for me. Now if you will accommodate me in regard to the sacks it will be sure to secure the whole neighborhood for you, for we are clannish fellows and help one another and are always glad to get acquainted with a fellow that is willing to help us all, and take his chances for getting paid. That about *chances* is a joke, for I tell you what, we are solid men, we are.

We are plain kind of folks here, but we know when we are well treated. Write to me soon please and tell me just what you will do.

Hoping to hear from you in the near future, and to hear favorably too, I am now and forever your friend

Walter Bowen, Esqr.

Rewrite the above, omitting everything not strictly business; put it in as few words as you can and address to

Russell, Hawkins & Co.,
Grain Merchants,
67 Cherry St. New York.

Punta Arenas, Mendocino Co.,
Cal., June 30, 1883.

President Union Tel. Co.,
127 Montgomery St.,
San Francisco.

Honored Sir: Notwithstanding the fact that we are personally

unacquainted, I consider myself at liberty—because of the prominence of your professional position—to apply to you as to a well-known and trusted friend, and I shall, therefore, write to you as fully as if I had already received your assurance to this effect.

Why should you stand at the head of your department, if you are not to give all who apply to you a full, free, and unprejudiced hearing? I say "to all," but this may, perhaps, require some modification. Were all applicants as deserving of your undivided attention as am I, the clause might stand as written—but that can hardly be expected.

I, Sir, am a retired army officer, whose exploits on behalf of his country would fill a volume; and if, as I dare say will be the case, you wish to hear more of my military abilities than properly belong to a business letter, I shall be only too glad to oblige you in return for the present favor you are about to confer on me, which is, as perhaps I should have said before, to interest yourself in my daughter.

Jane, Sir, is a remarkable girl, the representative in feminine form of many of the characteristics that have distinguished her father. Having already chained your interest, so to speak, I will tell you with all the confidence I would use in speaking to one of my intimate friends who had also been a companion in arms, that our financial affairs are not now what they used to be; this I will explain to you at length at some other time.

As I do not wish to intrude upon your valuable time now, I will merely say that Jane my daughter, with remarkable abilities, wishes to assert her independence and help to regain our past financial standing; and that, after lengthy and numerous consultations with all our friends, it has generally been agreed upon by us that an application be forwarded to you.

She desires, naturally, to have a first-class position and the highest salary. After having given you these very definite particulars, I, indeed I might say we all, shall expect to hear from you very soon.

With many thanks for thoughtful consideration on your part, and with my compliments to your family, I beg to have the honor of signing myself,

Yours with very great respect,
Lieut. Julius Winterton.

Rewrite the above application, making it simple and direct, and inclose in an envelope properly addressed.

QUESTIONS.

1. What is said of brevity?
2. What is the first caution?

3. What is the second caution?
4. What is said of a brief letter?
5. What of the subject?
6. Upon what should the length of a letter depend?
7. What is the first rule for unpracticed writers?
8. What the second rule?
9. What of business and social letters?
10. When necessary to write upon other than business matters how must it be done?
11. What are the desirable qualities of a business letter, and what is said of them?
12. How may brevity be assisted?
13. What is precision?
14. What is said of the *right* word?
15. Where can MISUSED WORDS be found?
16. Give the example.
17. What of a business letter?
18. What if a favor is to be asked?
19. How can sentences be made strong?
20. What caution in closing a sentence?
21. Give the example and correction.

Cor. Nassau & Liberty Sts.,

New York, July 20, 1883.

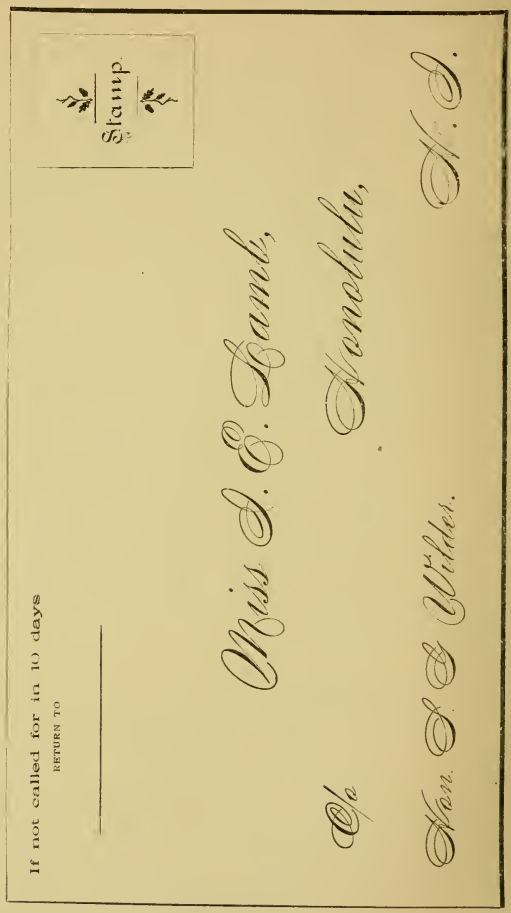
Miss S. E. Lamb,

Honolulu, N. S.

The Calligraphic Pen you ordered we have not in stock at present. We are expecting a large invoice next week per "Belgic," and will forward your order immediately upon arrival.

Respectfully yours,

Mabie, Todd & Bard.



SECTION II.

CAPITAL LETTERS AND PUNCTUATION.

[1]These two subjects should receive particular attention from all who desire to become good letter writers. The opinion is somewhat prevalent [2]that care in capitalizing and punctuating a business letter detracts

from its business air and gives it an affected manner, but it is entirely a mistaken idea.

[3]Errors in either of these particulars are attributed to ignorance or carelessness. No man wishes to be considered ignorant; [4]no man can afford to be considered careless.

An error arising from ignorance is not so culpable as one from carelessness; [5]for ignorance the person is not always responsible; for carelessness he *is* responsible.

If to master these subjects required an extraordinary intellect or a great length of time, there might be some excuse for ignorance; but the student of ordinary capacity who has even a slight knowledge of grammar ought to be able to master either subject in a short time.

Study the rules for the use of Capital Letters on page 7, and supply them whenever needed in the two following letters. Rewrite both letters, but do not change the construction or punctuation.

1.

new york, sept. 20, 1883.

thos hooper, esq.,
chicago, ill.

sir:—having taken the premises lately occupied by mr. james hasborne and purchased the stationery business carried on therein by him for nearly twenty years, i beg to assure you that, anxious as i am to secure his connections and retain his customers, i shall make it my endeavor to follow, as nearly as possible, his punctuality, and that mode of conducting the business, by which he succeeded in establishing, and whereby i hope to render permanent this extensive business.

to this end, permit me to solicit the kind continuance of your support, which i shall ever seek by zeal, industry, and integrity to deserve.

that my means are ample i can satisfactorily prove; and for any information that you may desire to have on that or any other point regarding me, i beg to refer you to messrs. cooper & co., bond st., in this city, or to messrs. sommers & thorne of chicago. i am, sir, with great respect, very truly yours,

george carson.

2.

boston, june 11, 1880.

mr. b. g. lewis,
23 beacon st., boston.

sir:—i demand payment of the note held by us, and drawn by you, for twenty-five hundred and thirty dollars ($2,530), dated oct. 8,

1879 and payable june 1, 1880. in default of payment, we shall sell at public sale the following securities which you gave us:—

5 shares broadway bank, $100 each, par.
10 ohio city bonds, $100 each, par.
10 shares people's insurance co., $50 each, par.
20 st. louis warrants, $100 each, par.

very respectfully yours,
jonas smith.

Correct the following letters, giving the reason for each change in the use of capital letters.

1.

seattle, Washington t.
feb. 8, 1883.

eveleth & nash,
san francisco, Cal.

sirs:—enclosed find Draft for two hundred And fifty dollars, ($250); please collect and place To my Credit.

send On return Steamer:—
one Case oranges good,
Two cases oranges medium,
three cases Oranges common.
one case sicily lemons,
two Bunches bananas.
one box persian Dates.
five six Lb. box smyrnA figs.
fifty cocoanuts.
one half Doz. pine-apples.

yours Respectfully,
f. G. browN.

2.

Boston, june 14, 1883.

john Lucas, Esq.,
Sydney, Australia.

sir:—herewith You will Please to receive account-Sales of Your thirty bags of Wool, received as advised in My Letter of the 7th inst. i Was enabled to sell at 40 cts. per pound and the whole net sale is $2,453.-75, which I hope Will Give you Satisfaction. This amount i remit you Inclosed, in my own draft At two Months' date, on my friends, messrs. bailey & Co., in Your City; am convinced it will be duly Honored and not Discounted.

Hoping this small trial will induce You to favor me with More and

Larger consignments, and begging your attention to The Annexed price-current, i Am Happy To Say that Our market continues encouraging for the Importation of all grades of Wool; but, as you will be better informed as to the quantity Shipped from your Ports, you can Best judge To What extent you can go with Safety in your speculation In this article.

I am, sir, yours Truly,
L. A. Rockwell.

3.

San francisco, July, 1883.

Charles Brown, Esq.,
Sacramento, cal.

sir:—Your acceptance For Three hundred Dollars ($300) drawn By me April 1st last, and Payable To my order Three months after Date, fell due yesterday, and now lies at my bankers, messrs. manning & Co., noted for Non-payment. I beg, Therefore, to call your immediate Attention to It, and Request you will take up the Same With the Protest fee thereon.

Yours respectfully,
Joseph Williams.

4

Letter written by Stephen Hopkins—one of the signers of the Declaration of Independence—to the Governor of Connecticut.

Providence, Aug. 2, 1755.

Sir:—

This moment I rec'd a letter from Gov'r Delancey inclosing the copy of one from Capt. Orme, giving an account of the Defeat and Death of Gen'l Braddock and many of his Officers and men. This is an event of so much consequence to all the Colonys, that I thought it my duty to send it to you, by Express, not knowing you would receive it from any other quarter. I shall immediately call our Gen'l Assembly together, and recommend to them in the strongest manner, the doing everything within their power toward repairing this unhappy Loss and preventing any other of the same nature. What method will be thought most effectual by the Colonys for such a purpose I cannot yet tell, but am in hopes all will exert themselves to their utmost.

I am Sorrowfully at present, your Hon'rs most Obed't and most Humble Serv't,

Step. Hopkins.

To His Excellency,
Governor of Connecticut.

5

St. Louis, Feb. 3, 1883.

Mr. George Gray,
920 Water St., St. Louis.

Sir:—The Amount for my Goods sold by you at auction, having become due yesterday, I fully expected that you would send it to me. When i Gave you orders to Sell, you Assured me that I might Rely upon receiving Cash Within a month. depending upon that, I remitted a Bill, For net proceeds to the Party Consigning to me, calculating that i should Receive the same from you In Time to take Up that Bill. I must request that you Send me a check for Proceeds of Sale without Delay.

i Am yours, etc.,
Giles stone.

Copy the following letters, punctuating when necessary.

1

San Francisco May 8 1883.

Chas Smith Esq
Sacramento Cal

Sir your bill for goods sold you last winter has now been delivered six weeks and I have called upon you several times to solicit payment but have not been so fortunate as to find you at home. I have a large sum to make up in the course of the week and shall esteem it a particular favor if you will let me have the amount of my bill

I trust you will excuse the liberty I have taken in writing upon this subject and believe me Sir your obedient servant

A S King

2

Atlanta, Georgia
Sept 11 1883

James Jones, Esq
Macon Ga

Sir I am compelled by unfortunate circumstances and much against my will to make a request the first of the kind I have ever made and I sincerely trust it may be the last

For a variety of reasons business in this vicinity has latterly been so very dull that I have been unable to realize the funds necessary to meet my engagements and I see no prospect that I can at present unless I dispose of my stock at a great sacrifice which I cannot think you would desire me to do

I have many good accounts none of which however are due yet for three weeks and I could not ask for payment beforehand without running the risk of offending some of my best and largest customers

I trust that under these circumstances you will extend indulgence, and suffer my account to stand over say for one month from this day when it will be punctually met and the obligation most gratefully acknowledged by

Yours very respectfully
Hugh Higgins

3

Albany New York
Sept 19 1882

Mr Geo H Pratt
Watertown N Y

Sir You wrote me a month ago declaring your inability to settle your account and stating in the most positive terms that a settlement should be made on the first day of the present month More than a fortnight has elapsed since the day named but the promised settlement has not been made neither have I heard one word from you respecting the matter

I now feel compelled to write you in more serious terms and to urge upon your attention the necessity of attending to this business without further delay

As a man of business you must be aware that these irregularities in connection with money matters are calculated to cause not only distrust in yourself but much inconvenience to me and allow me to tell you plainly that if all my customers were as tardy in settling their accounts as you are I should soon be compelled to give up business

I cannot help thinking that although you may as other men do experience occasional periods of pressure the general irregularity in your payments arises from an absence of consideration for others rather than a want of means

Now that I have thus placed the matter before you I do hope that you will not only promptly attend to this account but that you will endeavor to be more punctual in future engagements

I am Sir yours respectfully
W. G. Wheeler.

4

Dear Sir

don't ship me any cauliflower and Cabbage ship me Pease new potatoes tomatoes Oranges bananas cherries any thing nice yours truly
(signature)
2 bags onions.

Rewrite the above letter, supplying heading and address; correct all errors in construction, capitalizing, and punctuation.

Work in capitalizing and punctuation should be extended until the pupil is thoroughly acquainted with both subjects.

Much benefit may be derived by making an accurate copy of any correct letter that may be obtained, whether it be of a business or social nature.

QUESTIONS.

1. What is said of capital letters and punctuation?
2. What opinion is somewhat prevalent?
3. To what are errors in these particulars attributed?
4. What is said of carelessness?
5. What is said of ignorance?
6. Why no excuse for ignorance?

SECTION III.

LETTERS OF BUSINESS.

The following letters, gathered from various sources—many being copies of actual business letters and appearing in print for the first time—are given merely as a guide to the student, and not for him to use in his own business transactions. No collection of business letters, however extensive, could be found that would have something suitable for every occasion.

The letters of a successful and thorough correspondent must be original and suited to the peculiar circumstances calling them forth.

1

Syracuse, New York,
July 9, 1883.

A. B. Towne & Co.,
49 John St., New York.

Gentlemen: Having sold my interest in the firm of Dole & Cole I asked you for a Statement of Acct., but as there is no balance except on the last bill, you will please charge the same to the new firm of Wilson & Cole, for they are to pay all bills due from the city at the time of purchase.

Yours,
2 Chas. H. Dole.

FROM THE NEW FIRM MENTIONED IN NUMBER 1.

Syracuse, New York,
Aug. 1, 1883.

A. B. Towne & Co.,
49 John St., New York.

Gentlemen: Mr. Dole of the firm of Dole & Cole having sold his interest to J. B. Wilson, we, the new firm known as Wilson & Cole,

desire to solicit a continuation of the same confidence and favor so long accorded to the old firm.

We can assure you that there will be no diminution of the capital, and all indebtedness will be met with the former promptitude.

Respectfully,

The signature of Wilson & Cole.
J. B. Wilson.

3

Syracuse, New York,
Aug. 4, 1883.

A. B. Towne & Co.,
49 John St., New York.

Gentlemen: Will you please give us a letter of recommendation to some reliable wholesale grocery house in your city? If so you will greatly oblige,

Yours truly,
Wilson & Cole.

4

49 John St., New York,
Aug. 7, 1883.

C. B. Elliot & Co.,
1300 Sixth Ave., New York.

Gentlemen: We take pleasure in recommending to you the firm of Wilson & Cole. Mr. Wilson we have no personal acquaintance with, but his being associated with Mr. Cole, whom we have known long and favorably, is, we consider, sufficient guarantee of his responsibility.

You need have no hesitancy in allowing them the usual term of credit accorded to country customers.

Very respectfully,
A. B. Towne & Co.
per Moyne.

5

INQUIRY IN REGARD TO THE CHARACTER OF A CLERK.

Cleveland, Ohio, June 6, 1882.

Bidwell & Wells,
19 State St., Chicago.

Gentlemen: I wish to inquire as to the honesty and general conduct of B. M. Laton. He has applied to me for the position of head book-keeper in my wholesale paint store, and referred me to you, representing that he has been in your employ for the past seven years, and only left you to seek a more remunerative position.

An early reply will greatly oblige

T. K. Miner.

Write two answers to the above letter, the first favorable, the second unfavorable.

6

New Orleans, La.,
Jan. 16, 1883.

C. Horton, Esq.,
964 Cedar St., New York.

My Dear Sir: Permit me to introduce to you my intimate friend, Mr. Robert Hastings, and to claim for him a very kind and friendly reception.

Mr. H. is a talented young man, who has, principally by his own unaided exertions, mastered several languages. His health having been for some time in a delicate state, owing, probably, to a too close application to his studies, the physicians have recommended him to travel for a few months; and when his strength is sufficiently recruited to admit of his returning to business, to fix his residence in some sea-port for a couple of years.

Well acquainted with Mr. Hastings' character, I can with justice bear testimony in his favor, and more particularly so, knowing that his conduct, during the nine years that he has spent in our counting-house, has been such as to give entire satisfaction to our principals, who regret that he is compelled to quit their employ. I therefore most earnestly entreat you to afford him every assistance in your power in accomplishing his object, and I confess to you that I expect more from your friendly exertions in his behalf than from the letters with which the house have furnished him.

Fully persuaded that you will show Mr. Hastings every kindness and attention, and will endeavor to make his residence in New York as pleasant as possible, I beg to assure you that I shall consider myself greatly obliged, and shall be most happy to have an opportunity of serving you in return.

Faithfully yours,
Pierce Mason.

7

Lincoln, Nebraska, Oct. 3, 1883.

Messrs. Colton & Palmer,
975 Water St., Chicago.

Gentlemen: I have recently bought two hundred acres of land adjoining the three hundred acres in my home farm, and I need One Thousand Dollars ($1,000) to expend in improvements. If you will advance me the necessary amount, and wait for payment until I can

ship my corn and pork to you next year, I will give you a mortgage on my place as security.

Respectfully yours,
Hiram Poston.

8

975 Water St., Chicago,
Ill., Oct. 6, 1883.

B. D. Minturn,
County Recorder,
Lincoln, Neb.

Sir: We wish to know if there is any mortgage on the farm of Hiram Poston, situated in your township.

Yours respectfully,
Colton & Palmer.

9

Lincoln, Neb., Oct. 16, 1883.

Messrs. Colton & Palmer,
975 Water St., Chicago.

Gentlemen: In answer to yours of 6th inst., I would state that I have found a mortgage against Hiram Poston favor of A. G. Lyon for Five Thousand Dollars ($5,000), due one year from June 16, 1883, with int. at 1 per cent. per month. This mortgage is not on his farm but on a city lot; we find nothing recorded against the farm.

You did not state whether you wanted a search showing all the incumbrances against Poston or not.

The search from the time Poston purchased up to date would cost you Five Dollars ($5). If this information is not sufficient please answer at once, and I will send you the search.

Yours truly,
D. B. Minturn, Recorder,
per Scott.

10

975 Water St., Chicago,
Ill., Oct. 18, 1883.

Hiram Poston, Esq.,
Lincoln, Neb.

Sir: We are willing to let you have One Thousand Dollars ($1,000) on the terms mentioned in your letter of the 3d inst.

Forward all necessary papers by express, and we will send you check for the amount on First National Bank of Chicago.

Truly yours,
Colton & Palmer.

11

It often happens that checks are issued without a signature, and cause much inconvenience if not loss to the person receiving them.

First National Bank,
New Orleans, July 3, 1883.

Messrs. Tustin & Reed,
211 Madsion St.,
Nashville, Tenn.

Gentlemen: We received from one of our customers, per mail, the inclosed check, which is not signed. From the writing thereon we believe the same to have been issued by you; if so, please sign and return; if not, return.

Yours truly,
L. W. Brown,
Cashier.

12.

LETTER OF CREDIT.

New York, March 12, 1883.

Messrs. Redington & Co.,
San Francisco, Cal.

Gentlemen: Any sum of money that the bearer of this, Mr. J. T. Giles, may require, to the extent of Fifteen Hundred Dollars ($1,500), be pleased to advance on my account, either on his receipt or his draft on me to your order, as may be most agreeable to yourselves.

Truly yours,
Thomas Philips.

J. T. Giles.

13

New York, June 4, 1883.

Cashier Granger's Bank,
San Francisco, Cal.

Sir: Do us the favor of furnishing the bearer, Chas. Miller, with whatever amount of money he may desire during his visit in your city, to the extent of Ten Thousand Dollars ($10,000). His signature we will forward to-day by mail.

With great respect,
James T. Smith & Co.

The signature of the bearer of the letter is sometimes given at the close of the letter as in number 12; but a better way is to send it in a separate letter as indicated in number 13. There is then no chance for forgery as in the first example.

14.

Bennington, Vt., Dec. 1, 1882.

Saul Craig, Esq.,
Portland, Oregon.

Sir: The bearer of this, Miles Vanderpool, has been my most intimate friend for years. Any attention you may show him will be a personal favor to myself.

Yours truly,
Ben Delee.

15.

Charleston, S. C.,
July 11, 1883.

Mr. William Wight,
Mobile, Ala.

Sir: I have the honor and pleasure of introducing to you I. E. Blair, whom you will find a pleasant addition to your circle of acquaintances.

Respectfully,
H. C. Holmes.

In writing letters of introduction the utmost caution must be used. You are responsible for the acquaintance formed, and thus indirectly for the good or evil arising from it. Never give a letter of introduction when you have the least doubt in regard to the character of either party. Never give a letter of introduction to a person with whom you are only slightly acquainted.

16.

Write two letters of introduction; a long one and a short one.

17.

Write two letters of credit; the first *with*, the second *without* the signature of the person presenting the letter.

18.

San Francisco, Cal.,
July 11, 1883.

Editor Youth's Companion,
Boston, Mass.

Sir: Enclosed find P. O. order for One Dollar and Seventy five Cents ($1.75) for one year's subscription to your paper, beginning with the first number in the present volume.

Yours etc.,
Chas. Vaughn.

Write an original letter similar to the above.

19.

WANTED—By a Small Private Family, a Four-Story House on Gramercy park, Stuyvesant square, or vicinity; state size and rent; may purchase if an extra bargain is offered. Address W. B., 519 Herald Uptown office.

Write an answer to the above advertisement, giving a description of property that is for rent or sale; and that would fill all requirements named.

20.

A RARE CHANCE—Stationery, Toy, Music, Printing, and Novelty Store for sale, doing a good cash business, established five years on the leading business avenue of New York; price $7,000 cash, or will exchange for House and Lot in New York, or for Farm not more than 15 miles from New York. Address J. R. D., box 230, Herald office.

Write answer to above, describing both town and country property that you would be willing to exchange for the business named.

21.

THE WATERLOO HOUSE—Established 1815—One of the Oldest and most extensive dry goods stores in the metropolis. Halling, Pearce & Stone, Proprietors. Waterloo House, Pall Mall East and Cockspur st., Trafalgar square, Charing Cross, London.

Write to the firm named in the preceding advertisement, and order a bill of goods, to consist of ten items. Put the letter in an envelope and omit no item given from the superscription, for all are necessary.

22.

WINTER AND SUMMER BOARDING; Central Location; Elegantly furnished; moderate terms. Address Willard House, Atlantic City, N. J.

Write to the proprietors of the Willard House, stating that you would like to know what the terms would be for a suite of rooms and board for one person per month.

23.

MUSICAL—WANTED—An Artistic Soprano Singer for Choir and solo work. Call or address Jackson Musical Institute, 2216 Wabash ave., Chicago, Ill.

Write an application for the position named, stating experience, references and salary expected.

24.

WANTED—A First-class Driving Horse that can draw a road wagon better than three minutes. Will exchange for same first-class real estate. Address G 61, Inter Ocean, Chicago.

Write an answer describing a horse you have for sale, and state price. Address correctly.

RULES FOR BUSINESS LETTERS.

1. Study your subject before beginning to write, and arrange the parts in the order of their importance.

2. Come at once to the main point and word it so clearly that there can be no doubt as to the meaning.

3. Study forms for arrangement and follow them strictly.

4. Use as few words as possible, but never omit a word necessary to make the meaning perfectly clear.

5. Avoid all flourishing in penmanship, for it detracts from the legibility.

6. The heading should always contain your location, post-office address, and the date—month, day of month, and year.

7. When your letter is finished read it over carefully, correcting all mistakes and inserting omissions.

8. Be certain that your envelope is properly superscribed and stamped.

9. Retain a copy of each letter you write.

10. Keep all letters received in a letter-file, so that they may be convenient for future reference.

11. When money is sent by means of draft, post-office order, check, etc., the amount should always be stated in the letter.

12. In giving an order for goods, complete it before making any suggestions or asking any questions.

13. Answer all letters promptly.

14. Use few abbreviations, and only such as are well known.

15. For business letters always use the size of paper known as *commercial note.*

16. In giving a letter of credit be sure to state the exact amount for which credit is to be given.

17. Never put anything in a business letter that will detract from its dignity, even when addressed to an intimate acquaintance.

18. In replying to a business letter, discuss each subject in the same order as observed therein.

19. Paragraph carefully, so that each subject or each division of the subject may be found at once.

20. In every letter you write, do your very best.

CHAPTER IV.

SECTION I—CARDS AND NOTES.

CARDS are used so extensively and for such a variety of purposes that the subject cannot be omitted entirely, although to illustrate properly, it alone would fill a large volume.

Socially, cards may be used on almost any occasion in place of a note, unless great formality is required. In visiting, and for professio nal and business men, they have become so generally in use as to be indispensable.

The greatest liberty is allowed in the choice of quality, size, and color, but as the card is a representative of the person whose name it bears, the endeavor should be to make it a worthy representative.

The ladies' visiting card, especially, should be of the finest quality of card-board and either pure white or rose-white. The size varies, but should be in the prevailing style. The inscription (name and address) should either be written or engraved in plain, neat letters, without any flourishing. The name is sometimes given without the address. Gentlemen's visiting cards should be of medium size and contain both the name and address.

The social titles used on cards are, Mr., Mrs., and Miss. Clergymen, physicians, and dentists use their professional title instead of Mr., and the same card is used professionally and socially.

The official rank may be given by persons occupying high positions in the civil, military, or naval service. The title *Honorable* is never used on cards, and scholastic titles should never be used unless they are also professional titles.

Some of the uses of cards are as follows:—

To Announce a Visitor's Name.—On making a call, a card is handed to the person who opens the door, and the caller inquires for the person or persons for whom the visit is intended.

To Announce a Guest's Name at a Reception.—When attending a reception or party, hand a card to the usher at the door. Also leave one in the card receiver.

To Represent the Owner in Making Calls.—Certain occasions demand formal visits, but for ordinary calls a card is by common consent accepted as a substitute for the person.

To Announce a Departure.—On leaving home to stay for a considerable time, cards should be sent to friends, with P. P. C. (to take leave) on the lower left-hand corner.

To Announce a Return.—Send cards with address and reception day.

To Express Congratulation and Condolence.—On either of these occasions a visit in person is required, but if the person visited is not at home leave a card with the word *Congratulation* or *Condolence*, as the case may require, written across one corner.

To Accompany a Letter of Introduction.—Always send a card bearing the *temporary address* with a letter of introduction; both to be enclosed in one envelope.

To Make Known One's Name to a Stranger.—A person who wishes to make himself known to another, hands him a card.

Corners of Cards Turned down, signify as follows:—

Visite—The right-hand upper corner.

Congratulation—The left-hand upper corner.

Condolence—The left-hand lower corner.

P. P. C. (to take leave)—The right-hand lower corner.

Delivered in Person—The right-hand end turned down.

Business Cards are used by business men to indicate the kind and location of their business. They are generally printed from ordinary job type, and should be neatly and tastefully arranged. People are influenced greatly by whatever is ornamental and pleasing to the eye, therefore business men are consulting their own interests when they take advantage of this fact and appeal in their cards not only to the judgment but to the taste of the public.

Notes, as here meant, are unlike the ordinary letter, and in some respects more nearly resemble cards. They are always formal; are written in the third person; the heading and signature are omitted and the date is placed at the close instead of the beginning.

They are used *between equals:* 1. In all matters of ceremony, such as invitations to weddings, receptions, dinners, balls, etc., and in the answers, whether accepting or declining. 2. In all brief communications between persons but slightly acquainted.

They are used *between unequals* when a superior addresses an inferior or the reverse, if the message is a brief one.

Like cards they must be of the finest quality of unglazed card-board; the heavier the board the more desirable. The color most used is plain white, but very delicate tints are allowable. The size and color depend entirely on the styles, which vary constantly. The wording should be as concise as courtesy will allow, and the penmanship or engraving must be plain, beautiful, and without flourishes, to be in good form. Both the paper and envelopes usually contain the monogram of the writer, and wedding invitations combine the initials of the bride and the bridegroom in the monogram. All invitations should be enclosed in envelopes; the inner one to match the paper, and the outer one, coarser, to protect the other. For the various anniversary weddings it is customary to have the invitation engraved or written on material characteristic of the occasion, or paper in imitation.

PAPER—One year married.

WOODEN—Five years married.

TIN—Ten years married.

CRYSTAL—Fifteen years married.

China—Twenty years married.

Silver—Twenty-five years married.

Gold—Fifty years married.

Diamond—Seventy-five years married.

An invitation to dinner must always be answered at once whether an answer is requested or not. Other social invitations need not be answered unless they contain the request for an answer (R. S. V. P.). Failure to answer is understood to be an acceptance.

Courtesy would always assign a reason in a regret for non-attendance, although not positively demanded.

In *invitations* where two envelopes are used the inner contains only the name of the invited person; the outer the complete post-office address whether delivered by a messenger or sent through the mail.

In *answers* whether of acceptance or regret only one envelope is used and should contain the name of the person named in the invitation. If from a husband and wife, the answer recognizes both, although the envelope is addressed to the wife alone.

Invitations to college and society anniversaries, and public receptions, exhibit every imaginable variety of designs, some of them being exceedingly beautiful. The visiting card of the sender should always be inclosed with the invitation, to indicate his personal compliments.

The following initials and phrases from the French are much used:—

Fête Champêtre, *a garden party.*

Bal Masque, *masquerade ball.*

Soirée Dansante, *dancing party.*

Costume de Rigueur, *full dress in character.*

Le Cotillon, *the German.*

En Ville, E. V., *in the town or city.*

P. P. C., *to take leave.*

R. S. V. P., *answer if you please.*

The English custom is to date notes at the beginning, as in the following example:—

13th July, Sidney Lodge.

Admiral the Earl of Hardwick presents his compliments to Admiral Farragut, and begs to say that he is now resident at the above address. He is lame and has difficulty in boarding ship, or he would wait in person on Admiral Farragut. The Earl of Hardwick hopes that he may be able in some way to gain Admiral Farragut's friendship.

Admiral Farragut, U. S. Navy.

The latest information in regard to form, size, and color of notes and cards may be obtained at any large stationers.

The qualities named are dependent entirely on the fashions, so that the quality is the only thing of which we can assert positively, and of that, we say, always get the best. Unless the quality be good no amount of ornamentation can convey the impression of elegance and refinement.

SECTION II.

SOCIAL LETTERS.

In this division we refer to all epistolary correspondence not included under the subject of *business* letters. It is so important a division that it is considered a distinct department of our literature, and is represented by a larger number of eminent persons than any other subject. All persons are required occasionally to write letters of friendship or love, if not of business. Hence it is that in the literature presented in letters we may find something from the pen of almost every eminent person who has lived within the last two or three centuries. Letters are chiefly upon the common affairs of life, and hence possess for us an interest deeper than that felt in any other species of composition. Letters should exhibit the greatest ease and simplicity, and will be attractive in proportion as they are natural and unstudied. They are simply a conversation between two persons reduced to writing. Instead of being in the form of a dialogue, the first completes all he has to say on a given subject, replies to former questions, and asks new ones before any reply is offered by the second party.

The history of no country can be complete without the letters of its prominent citizens; they will often illuminate a subject that would otherwise prove incomprehensible. By no other means can we come so near to the inner life—that which exhibits the true motives, and principles—as in the letters to friends in whom perfect confidence is reposed Notice how utterly unlike are the two characters represented in the life of Charlotte Bronté by Mrs. Gaskell and that by T. W. Reid. In the former only letters to those with whom she felt some degree of restraint are exhibited; in the latter the most fervent outpourings of her heart to her life-long friend show the depth and beauty of her character.

Not only do letters give us a knowledge of men and times, but they give us a feeling of intimate acquaintance with those from whom we are debarred by time or position. Their struggles and triumphs, shown by their own words, encourage us to conquer similar evils and temptations placed in our own paths. The best letters are not always those of the most eminent authors. A letter may be filled with brilliant and polished sentences, and yet unless they seem to arise naturally out of the subject and flow uninterruptedly from the preceding sentences, the

effect of ease and grace will be destroyed and the letter will appear stiff and unnatural.

Letters to our most familiar friends should never exhibit carelessness; we must remember not only what is due to them, but what we owe to ourselves, which is never to write anything of which we would hereafter feel ashamed under any circumstances. Avoid scandal as a pestilence, and only state the truth. If you give that which is doubtful, state that it is so, and if you afterwards find that it was a mistake it is much easier to correct the first impression than if you had given it as an absolute fact.

In writing letters of congratulation, condolence, inquiry, etc., it is best to make them brief and confine them entirely to the one subject. The answers to letters of congratulation and condolence should express thanks as for a favor received. Regularity is essential to a valuable correspondence, for delay in answering not only shows disrespect to the correspondent, but diminishes the lively interest otherwise felt in the subjects under discussion. Promptness is especially desirable when it becomes necessary to render an excuse for any remissness.

An excuse that would be accepted to-day or to-morrow as sufficient for the offense, might be considered an insult added to the injury if delayed a week or two or three weeks.

Neatness in penmanship and general arrangement is as essential a characteristic of social as of business letters.

There are more forms from which to choose that which pleases us best, but when chosen must not be deviated from.

The LOCATION and DATE of a social letter may be placed at the *beginning* or at the *close;* the best form though is at the beginning.

When the location and date are given at the close of the letter, they should begin on the next line below the signature and at the margin on the left-hand side of the paper. When the heading is omitted the letter should begin with the complete address.

The ADDRESS in social letters may be given at the close if the heading is given.

The address should always be given even in the most unceremonious letter, for it could then be forwarded even if the envelope were defaced or destroyed. The address at the close seems less formal and is therefore preferred by many. The complimentary address may be made to indicate the relationship or degree of friendship, but all gushing and extravagant terms should be avoided; they indicate silliness, shallowness, or insincerity. The *address*, whether at the beginning or the close of a letter, should begin at the margin line. The *complimentary address* usually depends for its position on the position of the *address*.

Notice the following forms:—

1.

Miss Lizzie Craig,
Bethlehem, Penn.

Dear Friend:—Accept my warmest congratulations on the successful examination you have passed, etc.

2.

Miss Lizzie Craig,
Bethlehem, Penn.

Dear Friend:—

Accept my warmest congratulations on the successful examination you have passed, etc.

3

Dear Friend:—

Accept my warmest congratulations on the successful examination you have passed, etc.

Signature.

To Miss Lizzie Craig,
Bethlehem, Penn.

The last form (3) is the most commonly used, and is preferable for domestic and intimate friendship letters.

The complimentary closing, like the complimentary address, should be governed by the relations existing between the writer and his correspondent. However, do not use the same term in the address and in the closing. A letter beginning Dear Friend, My dear Friend, etc., should never be closed Your friend, Sincerely your friend, etc., but rather, Truly yours, Yours sincerely, Very truly yours, etc., thus avoiding tautology in the use of the term friend.

Give your signature in full, so that the letter may be returned to you in case it fails to be delivered to your correspondent. This precaution

seems necessary (even when special request envelopes are used) in all important letters. If a letter is not worth having returned to you, do not send it.

Many writers have the very bad habit of *crosslining* their letters. This would be an abominable practice even if the penmanship were clear and legible; under all circumstances it is not to be tolerated. Paper and postage are so cheap, that, for the sake of saving an extra sheet or double postage, you have no right to impose upon the good nature of your correspondent by expecting him to read such a letter.

Paragraphing in letters should be governed by the same rules used for other species of composition. If used too frequently they give the letter a broken and disconnected appearance. Some writers make a distinct paragraph of each sentence; others omit to paragraph at all, and thus subject their correspondents to much inconvenience if they should wish to refer to a particular subject or division of a subject. Refer to paragraphing, page 81, for position.

The penmanship must be plain, neat, and perfectly legible. Many persons affect a scrawl, thinking poor penmanship a mark of genius. A genius may write poorly, but it will be because he has given the subject no attention—he can afford to be careless in minor points, if the beauty of the construction of his sentences is sufficient to attract and hold the attention. If the sentences are poorly constructed and badly written, nothing can save the writer from the imputation of ignorance. Avoid all flourishing, and if you cannot make your penmanship elegant, at least make it legible, and save your correspondent unnecessary work in deciphering. Rather a small handwriting is most suitable for correspondence.

Social letters do not require that only every other page should be written upon; fill each page before proceeding to the next. Every mechanical detail, as well as the polishing and rounding of the sentences, should be carefully studied if you wish your letter to be appreciated.

It is impossible to prescribe any particular style for social letters, for the styles are as various as the letters themselves. It can only be said that the style must suit the occasion. A playful, bright, and sparkling style, that would be suitable for a letter of congratulation would be utterly unsuited to a letter of condolence, which must be dignified, as well as sympathetic, to show a proper degree of respect.

A good style is within reach of all, requiring only *patience* and *perseverance*. He, who would write well, must begin with the foundation and acquire a thorough knowledge of *grammar* and *rhetoric*.

Practice and the study of good letters will accomplish all that need be desired, after the foundation is secured.

Read the letters at the close of this volume and any others by good authors that you can obtain. No other means will cultivate fluency of expression so rapidly, and fluency is the quality most to be desired.

Do not *underline* frequently; when used often it loses its effect and produces no distinct impression.

SECTION III.

TITLES AND FORMS OF ADDRESS.

The following abbreviations are supplementary to those already given on page 5.

Mr., mister.
Messrs., meaning gentlemen.
Mrs., missis.
L. H. D., Dr. of Polite Literature.
J. U. D., Dr. of Canon and Civil Laws.
P. L., Poet Laureate (Eng.)
C. M., Master in Surgery.
T. E., Topographic Engineer.
D. E., Dynamic Engineer.
M. E., Military or Mechanical Engineer.
Rt. Rev., a Bishop.
C. J., Chief Justice.
Jus., Justice.
H. Exc., His Excellency, Foreign Ministers and Governors.
Gen., General.
Lt. Gen., Lieutenant-General.
Maj. Gen., Major-General.
Col., Colonel.
Adm., Admiral.
Commo., Commodore.
Capt., Captain.
Com., Commander.
E. E. and M. P., Envoy Extraordinary and Minister Plenipotentiary.
M. R. and C. G., Minister Resident and Consul-General.
Sec. Leg., Secretary of Legation.
Int., Interpreter.
C. G., Consul-General.
V. C. G., Vice-Consul-General.
C., Consul.
Con. Agt., Consular Agent.
C. A., Commercial Agent.
C. S. O., Chief Signal Officer.
Eng. in Chf., Engineer in Chief.
Lib., Librarian.

The subject of *titles* is an important one, owing to their universal use. It is customary to apply one of respect where there is neither a professional nor an official title. The writer should never assume a title except that denoting his *office* in official letters, or his *profession* in business letters.

Although *Mr.* and *Esq.* are used as synonymous terms, *Mr.* may be used with more freedom, being applicable to all men, while Esq. should only be used in addressing those who have by their own exertions gained a right to the respect of all men. The higher the position, however, the less the necessity for distinctive titles.

The man distinguishes the title, and we can accord him no higher compliment than by addressing him as Mr. ——. There are thousands

of Jeffersons and Lincolns, but if we say Mr. Jefferson or Mr. Lincoln there can be no doubt as to the person meant.

Mr. is often used before the official title, as; Mr. President, Mr. Senator, etc.; it is also used between Rev. and the surname if no other title is given and the Christian name is not known.

Mrs. is applied to all married women, and if the husband has a title, it may be used before it, as; Mrs. Admiral Farragut, Mrs. Gen. Grant, Mrs. Rev. L. M. Jones; but if the title belongs to the wife, it would precede Mrs., as; Rev. Mrs. L. M. Jones.

If a lady is a physician or a minister of the gospel, her title should be given her, as; Rev. Mrs. Eliza James, or Dr. Eliza James, or Eliza James, M. D.

Miss is applied to all unmarried ladies; if there are two or more daughters in the family only the eldest would be Miss Smith, Miss Jones, etc., and each of the others would use her Christian name, as; Miss Lizzie Smith, Miss Carrie Jones.

Master is applied to all boys, and was formerly applied to the principal or teacher in Grammar and High Schools, but its use is discontinued. Professor has taken its place and is a much abused title. It belongs by right only to those who have been elected to a professorship in a chartered institution that has the power of conferring degrees. Courtesy has applied it to all noted specialists.

Another misused title is Doctor of Medicine (M. D.). It should only be applied to those who are graduates of regular colleges, and quacks who assume this title for the purpose of deluding the public should be punished according to law.

The President is the form used in addressing our Chief Magistrate, and is more distinctive than any number of titles would be.

All civil titles should belong only to the office and not to the officer, and should not be retained when the term of office has expired.

Hon. properly belongs to the Vice-President, Foreign Ministers, Members of the Cabinet, and Members of Congress. Courtesy has applied it to so many undeserving, that it has ceased to imply what it once did.

U. S. A. and U. S. N. are written by the officers of the United States Army and Navy after their names, as some of them could not otherwise be distinguished from the others, the titles being the same.

When several titles belong to one person, only use the most honorable; but if all were given they should be named in the order in which they were received.

FORMS OF ADDRESS.

1

To the President,
Executive Mansion,
Washington, D. C.
Sir:— (or) Mr. President:—

2

Hon. Henry Wilson,
Vice-President United States,
Washington, D. C.
Sir:—

3

Hon. R. E. Lincoln,
Secretary of War,
Washington, D. C.

4

His Exc. Edward Everett,
Envoy E. and M. P.,
Court of St. James.
Your Excellency:—

5

His Exc. G. W. Perkins,
Governor of California.
Your Excellency:— (or) Sir:—

6

To His Eminence,
The Most Reverend
Cardinal R———.
Most Eminent Sir:—

7

Most Reverend and Respected
Archbishop B———
Reverend and Dear Sir:—

8

To the President and
Members of the
Board of Education.
Gentlemen:—

Innumerable other examples might be given, but they would not differ materially in arrangement from those preceding.

The closing terms of respect in a letter should receive special attention. Annexed are a few from the letters of well-known writers. They should never appear abrupt and disconnected from the letter.

1

If there be anything with regard to the choice or matter of your studies in which I can assist you, let me know, as you can have no doubt of my being in all things,

Most affectionately yours,
G. H.

2

Go on, my dear brother, in the admirable dispositions you have toward all that is right and good. I have neither paper nor words to tell you how tenderly I am yours.

C.

3

The best wishes that can be found for your health, honor, and happiness, ever attend you, from yours, etc.,

B. F.

4

Believe me ever, dear Miss Edgeworth,
Yours with the greatest truth and respect,
Walter Scott.

5

Let me conclude by saying to you what I have had too frequent occasion to say to my other remaining old friends, *the fewer we become, the more let us love one another.*

Adieu, &c.,
B. Franklin.

6

Once more I beg to hear speedily from you. Jane and Dick are truly yours, so is my dear uncle, your affectionate kinsman and humble servant,

E. B.

7

Believe me to be, with the utmost sincerity, as I really am, madam, your faithful, humble servant,

J. S.

8

I have the honor to be, Rev. Sir, &c.,

B. F.

9

To that mercy, my dear cousin, I commend you, with earnest wishes for your welfare, and remain your ever affectionate,

W. Cowper.

10

To this, however painful for the present, I cannot but advise you, as to a source of comfort and satisfaction in the time to come; for all comfort and all satisfaction is sincerely wished you by, dear sir, yours &c.,

S. Johnson.

11

The tenderest regard evermore awaits you from your most affectionate,

A. A.

12

Believe me, my dear sir,
Yours very sincerely,
O. W. Holmes.

13

Ever yours,
Charles Sumner.

SECTION IV.

LETTERS AND EXTRACTS FROM LETTERS.

Among the following letters may be found every grace of composition, ease, naturalness, beauty of thought and of expression, rhetorical elegance and logical exactness. Those given can convey but the merest outline of what may be found in the field of letters, but will point the way, to the careful student, so that he may form his own style in accordance with the best models. No earnest student should be satisfied with the little given here, but should obtain the volumes from which they are selected.

The following is a letter from Wolfgang Mozart when fourteen years of age:—

Milan, Nov. 3, 1770.

My very dearly loved Sister:—

I thank you and mamma for your sincere good wishes; my most ardent desire is to see you both soon in Salzburg. In reference to your congratulations, I may say that I believe Herr Martinelli suggested your Italian project. My dear sister, you are always so very clever, and contrived it all so charmingly that, just underneath your congratulations in Italian, followed M. Martini's compliments in the same style

of penmanship, so that I could not possibly find you out; nor did I do so, and I immediately said to papa, "Oh! how I do wish I were as clever and witty as she is!" Then papa answered, "Indeed that is true enough." On which I rejoined, "Oh! I am so sleepy;" so he merely replied, "Then stop writing." Addio! Pray to God that my opera may be successful. I am your brother,

W. M.,

whose fingers are weary from writing.

Dec. 8, 1883.

My dear Moore:—

Your letter, like the best, and even kindest things in this world, is both painful and pleasing. But, first, to what sits nearest. Do you know I was actually about to dedicate to you—not in formal inscription, as to one's *elders*—but through a short prefatory letter, in which I boasted myself your intimate, and held forth the prospect of *your* poem; when lo! the recollection of your strict injunctions of secrecy as to the said poem, more than *once* repeated by word and letter, flashed upon me, and marred my intents. I could have no motive for repressing my own desire of alluding to you (and not a day passes that I do not think and talk of you), but an idea that you might, yourself, dislike it. You cannot doubt my sincere admiration, waiving personal friendship for the present, which, by the by, is not less sincere and deep-rooted.

I have you by rote and by heart; of which "ecce signum!" When I was at ——, on my first visit, I have a habit, in passing my time a good deal alone, of—I won't call it singing, for that I never attempt except to myself—but of uttering, to what I think tunes, your "Oh breathe not," "When the last glimpse," and "When he who adores thee," with others of the same minstrel—they are my matins and vespers.

I assuredly did not intend them to be overheard, but, one morning, in comes, not La Donna, but Il Marito, with a very grave face, saying, "Byron, I must request you won't sing any more, at least of *those* songs." I started and said, "Certainly, but why?" "To tell the truth," quoth he, "they make my wife cry, and so melancholy that I wish her to hear no more of them."

Now, my dear M., the effect must have been from your words, and certainly not my music. I merely mention this foolish story to show you how much I am indebted to you for even your pastimes. * * * * * *

Write to me and tell me of yourself. Do you remember what Rousseau said to some one—"Have we quarreled? You have talked to me often, and never once mentioned *yourself*."

Byron.

P. S. The last sentence is an indirect apology for my own egotism, but I believe in letters it is allowed. I wish it was *mutual*. I have met with an odd reflection in Grimm; it shall not—at least the bad part—be applied to you or me, though *one* of us has certainly an indifferent name—but this it is:—"Many people have the reputation of being wicked, with whom we should be too happy to pass our lives." I need not add it is a woman's saying—a Mademoiselle de Sommery's.

Notice the form of address in the following letter. All other nations have a tendency to use much more formal introductions to their letters than do Americans.

Stuttgard, 4th June, 1782.

Empire-free, Highly-wellborn, Particularly-much-to-be-venerated, Lord Privy Counselor:—

The satisfaction I enjoyed at Mannheim in such copious fullness, I have paid, since

my return, by this epidemical disorder, which has made me till to-day entirely unfit to thank your Excellency for so much regard and kindness. And yet I am forced almost to repent the happiest journey of my life; for by a truly mortifying contrast of Mannheim with my native country, it has pained me so much, that Stuttgard and all Swabian scenes are become intolerable to me. Unhappier than I am can no one be. I have feeling enough of my bad condition, perhaps also feeling enough of my meriting a better; and in both points of view but *one* prospect of relief. May I dare to cast myself into your arms, my generous benefactor?

I know how soon your generous heart inflames when sympathy and humanity appeal to it; I know how strong your courage is to undertake a noble action, and how warm your zeal to finish it. My new friends in Mannheim, whose respect for you is boundless, told me this; but their assurance was not necessary; I myself in that hour of your time, which I had the happiness exclusively to enjoy, read in your countenance far more than they had told me.

It is this which makes me bold to *give* myself without reserve to you, to put my whole fate into your hands, and to look to you for the happiness of my life. As yet I am little or nothing. In this Arctic zone of taste, I shall never grow to anything, unless happier stars and a *Grecian climate* warm me into genuine poetry. Need I say more, to expect from Dalberg all support?

Schiller.

The following is a letter of Mrs. John Adams, written before her marriage:—

Weymouth, 16th Apr., 1864.

My Friend:—

I think I write to you every day. Shall not I make my letters very cheap? Don't you light your pipe with them? I care not if you do. 'Tis a pleasure to me to write. Yet I wonder I write to you with so little restraint, for, as a critic, I fear you more than any other person on earth; and 'tis the only character in which I ever did or ever will fear you. What say you? Do you approve of that speech? Don't you think me a courageous being? Courage is a laudable, a glorious virtue, in your sex, why not in mine? For my part, I think you ought to applaud me for mine.

Here are love, respects, regards, good wishes—a whole wagon-load of them, sent you from all the good folks in the neighborhood. To-morrow makes the fourteenth day. How many more are to come? I dare not trust myself with the thought. Adieu. Let me hear from you by Mr. Cyers, and excuse this very bad writing; if you had mended my pen it would have been better. Once more, adieu. Gold and silver have I none, but such as I have give I unto thee—which is, the affectionate regard of your

A. S——.

Extract from a letter to Mrs. L. H. Sigourney, of Connecticut, from the wife of the poet SOUTHEY, of England:—

You desire to be remembered to him who sang of "Thalaba, the wild and wondrous tale." Alas! my friend, the dull, cold ear of death is not more insensible than his, my dearest husband's, to all communication from the world without. Scarcely can I keep hold of the last poor comfort of believing that he still knows me. This almost complete unconsciousness has not been of more than six month's standing, though more than two years have elapsed since he has written even his name. After the death of his first wife, the "Edith" of his first love, who was for several years

insane, his health was terribly shaken. Yet, for the greater part of a year, that he spent with me in Hampshire, my former home, it seemed perfectly re-established, and he used to say, "It had surely pleased God that the last years of his life should be happy." But the Almighty's will was otherwise. The little cloud soon appeared, which was, in no long time, to overshadow all. In the blackness of its shadow we still live, and shall pass from under it only through the portals of the grave.

The last three years have done on me the work of twenty. The one sole business of my life is, that which I verily believe keeps the life in me, the guardianship of my dear, helpless, unconscious husband.

DR. FRANKLIN TO DAVID HARTLEY, ESQ., M. P.

Passy, July 5, 1785.

I cannot quit the coasts of Europe without taking leave of my ever dear friend, Mr. Hartley. We were long fellow-laborers in the best of all works, the work of peace. I leave you still in the field; but, having finished my day's task, I am going home *to go to bed.* Wish me a good night's rest, as I do you a pleasant evening. Adieu; and believe me ever yours most affectionately,

B. Franklin.

WILLIAM COWPER, ESQ., TO LADY HESKETH.

Your letters are so much my comfort that I often tremble lest by some accident I should be disappointed; and the more, because you have been, more than once, so engaged in company on the writing day, that I have had a narrow escape. Let me give you a piece of good counsel, my cousin; follow my laudable example; write when you can; take Time's forelock in one hand and a pen in the other, and so make sure of your opportunity. It is well for me that you write faster than anybody, and more in an hour than other people in two, else I know not what would become of me. When I read your letters I hear you talk, and I love talking letters dearly, especially from you. Well! the middle of June will not be always a thousand years off; and when it comes I shall hear you and see you too, and shall not care a farthing then if you do not touch a pen in a month.

O. W. HOLMES TO NATHANIEL HAWTHORNE.

Boston, April 9, 1851.

My dear Sir:—

I have been confined to my chamber and almost to my bed for some days since I received your note; and in the meantime I have received what was even more welcome, the new Romance "from the author." While I was too ill to read, my wife read it to me, so that you have been playing physician to my heartaches and headaches at once, with the magnetism of your imagination. * * *

I don't want to refuse anything you ask me to do. I shall come up, I trust about the 1st of June. I would look over the MS. in question, as a duty, with as much pleasure as many other duties afford. To say the truth, I have as great a dread of the *Homo Candatus* Linn., Anglicé, the Being with a Tale, male or female, as any can have.

"If foes they write, if friends they read me dead," said poor Hepzibah's old exploded poet. Still, if it must be, I will stipulate to read a quantity not exceeding fifty-six pounds avoirdupois by weight, or eighteen reams by measure, or "tale," provided there is no locomotion in the case. The idea of visiting Albany does not enter into my intentions. I do not know who would serve as a third or a second

member of the committee; Miss Sedgwick, if the Salic law does not prevail in Berkshire, is the most natural person to do it. But the real truth is, the little Albaneses want to see the author of "The Scarlet Letter," and don't care a sixpence who else is on the committee. That is what they are up to. So if you want two dummies, on the classical condition *not to leave the country except in case of invasion*, absentees, voters by proxy, potential but not personally present bottle-holders, I will add my name to those of Latimer, Ridley, and Co., as a Martyr in the cause of Human Progress.

Believe me, my dear Sir,
Yours very sincerely,
O. W. Holmes.

To Nathaniel Hawthorne.

GOETHE'S MOTHER TO BETTINE BRENTANO.

Frankfort, May 12, 1808.

Dear Bettine:—

Thy letters give me joy, and Miss Betty, who recognizes them on the address, says:—"Frau Rath, the postman brings you a pleasure." Don't however be too mad about my son, everything must be done in order. The brown room is new papered with the pattern which you chose; the color blends peculiarly well with the morning-twilight, which breaks over the Catherine-tower, and enters into my room. Yesterday our town looked quite holiday-like, in the spotless light of the alba.

Except this, everything remains as it was. Be in no trouble about the footstool, for Betty suffers no one to sit upon it.

Write much, even if it were every day.

Thy affectionate friend,
Elizabeth Goethe.

GOETHE TO BETTINE.

Thou art a sweet-minded child; I read thy dear letters with inward pleasure, and shall surely always read them again with the same enjoyment. Thy pictures of what has happened to thee, with all thy inward feelings of tenderness, and what thy witty demon inspires thee with, are real original sketches, which, in the midst of more serious occupations, cannot be denied their high interest, take it, therefore, as a hearty truth, when I thank thee for them. Preserve thy confidence in me, and let it, if possible, increase. Thou wilt always be, and remain to me, what thou now art. How can one requite thee, except by being willing to be enriched with all thy good gifts. Thou thyself knowest how much thou art to my mother, her letters overflow with praise and love. Continue to dedicate lovely monuments of remembrance to the fleeting moments of thy good fortune. I cannot promise thee that I will not presume to work out themes as high-gifted and full of life, if they still speak as truly and warmly to the heart.

The grapes at my window, which before their blossom, and now a second time, were witnesses of thy friendly vision, swell in their ripeness; I will not pluck them without thinking of thee. Write to me soon, and love me.

Goethe.

BETTINE BRENTANO TO GOETHE.

June, 1810.

Dearest Friend:—As far as it concerned him, I have imparted your beautiful letter to Beethoven; he was full of delight, and exclaimed, "If any one can give him an understanding of music, it is I." The idea of searching for you at Carlsbad he seizes with enthusiasm; he struck his head and said, "could not I have done that

before? but I have already thought of it; I have only desisted through timidity, which often mocks my purpose, as if I were no real man, but now I am no longer afraid of Goethe." You may, therefore, reckon upon seeing him next year.

And now I shall only answer the last words of your letter, from which I "gather honey." All things around me change, it is true, but do not grow in beauty; the most beautiful is, still, that I know of you, and nothing would delight me, if you were not, to whom I may impart it; and, if you doubt it, then you will take care of it; and I, too, am happier than all numbered and unnumbered friends could make me. My Wolfgang! *you* do not number among these friends; rather would I number none. * * * * * * * * *

Both the songs of Beethoven accompany this, the other two are by me; Beethoven has seen them, and paid me many compliments about them; as that, if I had devoted myself to this art, I might have built high hopes upon it, but I only touch it in flight, for my art is laughing and sighing in a breath, and beyond this I have none.

Adieu, Bettine.

HAWTHORNE TO HIS MOTHER.

Salem, March 7, 1820.

Dear Mother:—

I have left school, and have begun to fit for College under Benjm. L. Oliver, Lawyer. So you are in great danger of having one learned man in your family. Mr. Oliver thought I could enter College next commencement, but Uncle Robert is afraid I should have to study too hard. I get my lessons at home, and recite them to him (Mr. Oliver) at 7 o'clock in the morning. Shall you want me to be a Minister, Doctor, or Lawyer? A minister I will not be. I am extremely homesick. O how I wish I was again with you, with nothing to do but to go a gunning. But the happiest days of my life are gone. After I have got through college, I will come down to learn E—— Latin and Greek.

I remain,
your
affectionate
and
dutiful
son,
and
most
obedient
and
most
humble
servant,
and
most
respectful
and
most
hearty
well-wisher,
Nathaniel Hawthorne.

HAWTHORNE TO LONGFELLOW.

Salem, June 19, 1837.

Dear Longfellow:—

I have to-day received and read with huge delight, your review of "Hawthorne's Twice Told Tales." I frankly own that I was not without hopes that you would do this kind office for the book; though I could not have anticipated how very kindly it would be done. Whether or no the public will agree to the praise which you bestow on me, there are at least five persons who think you the most sagacious critic on earth, viz., my mother and two sisters, my old maiden aunt, and finally the strongest believer of the whole five, my own self. If I doubt the sincerity and correctness of any of my critics, it shall be of those who censure me. Hard would be the lot of a poor scribbler, if he may not have this privilege.

Very sincerely yours,
Nath. Hawthorne.

HENRY W. LONGFELLOW TO HAWTHORNE.

My dear Hawthorne:—

I have been waiting and waiting in the hope of seeing you in Cambridge. I have been meditating upon your letter, and pondering with friendly admiration your reviews of "Evangeline" in connection with the subject of which, that is to say, the Acadians, a literary project arises in my mind for you to execute. Perhaps I can pay you back in part your own generous gift, by giving you a theme for story, in return for a theme for song. It is neither more nor less than the history of the Acadians, *after* their expulsion as well as before. Felton has been making some researches in the State archives, and offers to resign the documents into your hands.

Pray come and see me about it without delay. Come so as to pass a night with us, if possible, this week; if not a day and night.

Ever sincerely yours,
Henry W. Longfellow.

CHARLES BURROUGHS TO HAWTHORNE.

Portsmouth, Sept., 1860.

Mr. Hawthorne,

My dear Sir:—There are no Mosses on our "Old Manse," there is no Romance at our "Blithedale;" and this is no "Scarlet Letter." But you can give us a "Twice Told Tale," if you will for the second time be our guest to-morrow at dinner, at half past two o'clock.

Very truly yours,
Charles Burroughs.

M. R. MITFORD TO HAWTHORNE.

Swallowfield, Aug. 6, 1852.

At the risk of troubling you, dear Mr. Hawthorne, I write again to tell you how much I thank you for the precious volume enriched by your handwriting, which, for its own sake and for yours, I shall treasure carefully so long as I live. The story has your mark upon it, the fine tragic construction unmatched amongst living authors, the passion of the concluding scenes, the subtle analysis of jealousy, the exquisite finish of style. I must tell you what one of the cleverest men whom I have ever known, an Irish barrister, the juvenile correspondent of Miss Edgeworth, says of your style: "His English is the richest and most intense essence of the language I

know of; his words conveying not only a meaning, but more than they appear to mean. They point onward or upward or downward, as the case may be, and we cannot help following them with the eyes of imagination, sometimes smiling, sometimes weeping, sometimes shuddering, as if we were victims of the mesmeric influence he is so fond of bringing to bear upon his characters. Three of the most perfect Englishmen of our day are Americans, Irving, Prescott, and this great new writer, Mr. Hawthorne." So far my friend Mr. Hockey. I forget, dear Mr. Hawthorne, whether I told you that the writer of whose works you remind me, not by imitation, but by resemblance, is the great French novelist, Balzac. Do you know his books? He is untranslated and untranslatable, and it requires the greatest familiarity with French literature to relish him thoroughly. I doubt if he be much known amongst you; at least, I have never seen him alluded to in American literature. He has, of course, the low morality of a Frenchman, but, being what he is, Mrs. Browning and I used to discuss his personages like living people, and regarded his death as a great personal calamity to both. I am expecting Mrs. Browning here in a few days, not being well enough to meet her in London. How I wish, dear Mr. Hawthorne, that you were here to meet them! The day will come, I hope. It would be good for your books to look at Europe, and all of Europe that knows our tongue would rejoice to look at you.

Ever your obliged and affectionate friend,
M. R. Mitford.

CHARLES SUMNBR TO HAWTHORNE.

Senate Chamber, Mar. 26, 1853.

My dear Hawthorne:—

Good! good! I exclaimed aloud on the floor of the Senate as your nomination was announced.

Good! good! I now write to you on its confirmation. Nothing could be more grateful to me. Before you go, I hope to see you.

Ever yours,
Charles Sumner.

J. R. LOWELL TO HAWTHORNE.

Cambridge, May, 1863.

My dear Hawthorne:—

I hope you have not forgotten that during "anniversary week" you were to make me a little anniversary by a visit. I have been looking forward to it *ever* so long. My plan is that you come on Friday, so as to attend the election meeting of our club, and then stay over Sunday, and Monday, and Tuesday, which is the last day of my holidays. How will that do? I am glad to hear your book is going through the press, and you will be nearer your proof sheets here. I have pencils of all colors for correcting in all moods of mind,—red for sanguine moments when one thinks there is some use in writing at all, blue for a modest depression, and black for times when one is satisfied there is no longer an intelligent public, nor one reader of taste left in the world. You shall have a room to yourself, nearly as high and quite as easy of access as your tower, and I pledge myself that my crows, cat-birds, orioles, chimbley-swallows, and squirrels shall present you with the freedom of their city in a hollow walnut, so soon as you arrive.

Now will you write and say when you are to be expected? I assure you I have looked forward to your coming as one of my chiefest spring pleasures, ranking it with the advent of the birds.

Always cordially yours,
J. R. Lowell.

ON THE EVE OF THE BATTLE OF DUNBAR—OLIVER CROMWELL TO SIR ARTHUR HESELRIG.

Dunbar, 2d Sept., 1650.

* * * do you get together what forces you can against them. Send to friends in the South to help with more. Let H. Vane know what I write. *I would not make it public lest danger should accrue thereby.* You know what use to make hereof. Let me hear from you. I rest, your servant,

Oliver Cromwell.

HORACE WALPOLE TO H. S. CONWAY.

Arlington Street, July 12, 1770.

Reposing under my laurels! No, no, I am reposing in a much better tent, under the tester of my own bed. I am not obliged to rise by break of day, and be dressed for the drawing-room. I may saunter in my slippers till dinner-time, and not make bows till my back is as much out of joint as my Lord Temple's. In short, I should die of the gout or fatigue, if I was to be Polonius to a Princess for another week. Twice a day we made a pilgrimage to almost every heathen temple in that province they call a garden; and there is no sallying out of the house without descending a flight of steps as high as St. Paul's. My Lord Besborough would have dragged me up to the top of the column to see all the kingdoms of the earth; but I would not, if he could have given them to me.

To crown all, because we live under the line, and that we were all of us giddy young creatures of near threescore, we supped in a grotto in the elysian fields, and were refreshed with rivers of dew and gentle showers that dripped from all the trees, and put us in mind of the heroic ages, when kings and queens were shepherds and shepherdesses, and lived in caves, and were wet to the skin two or three times a day. Well! thank heaven, I am emerged from that elysium, and once more in a Christian country! Not but, to say the truth, our pagan landlord and landlady were very obliging, and the party went off much better than I expected. The six days rolled away, and the seventh is my sabbath; and I promise you I will do no manner of work, I, nor my cat, nor my dog, nor anything that is mine. For this reason, I entreat that the journey to Goodwood may not take place before the 12th of August, when I will attend you. * * * * * * *

There are not twenty people in all London. Are not you in despair about the summer? It is horrid to be ruined in coals in June and July.

Adieu. Yours ever,

Horace Walpole.

DANIEL WEBSTER TO MRS. J. W. PAGE.

Richmond, April 29, 1841.

Five o'clock A. M.

Whether it be a favor or an annoyance, you owe this letter to my habit of early rising. From the hour marked at the top of the page you will naturally conclude that my companions are not now engaging my attention, as we have not calculated on being early travelers to-day. * * * * * *

It is morning, and a morning sweet and fresh and delightful. Everybody knows the morning in its metaphorical sense, applied to so many objects and on so many occasions. The health, strength and beauty of early years lead us to call that period the "morning of life." Of a lovely young woman we say, she is "bright as the

morning;" and no one doubts why Lucifer is called "son of the morning." But the morning itself few people, inhabitants of cities, know anything about. Among all our good people of Boston, not one in a thousand sees the sun rise once a year. They know nothing of the morning. Their idea of it is, that it is that part of the day which comes along after a cup of coffee and a beefsteak, or a piece of toast. With them morning is not a new issuing of light, a new bursting forth of the sun, a new waking up of all that has life, from a sort of temporary death, to behold again the works of God, the heavens and the earth; it is only a part of the domestic day, belonging to breakfast, to reading the newspapers, answering notes, sending the children to school, and giving orders for dinner. The first faint streak of light, the earliest purpling of the east which the lark springs up to greet, and the deeper and deeper coloring into orange and red, till at length the "glorious sun is seen, regent of day;" this they never enjoy, for this they never see.

Beautiful descriptions of the morning abound in all languages, but they are the strongest perhaps in those of the East, where the sun is so often an object of worship. * * * * * * * * *

I never thought that Adam had much advantage of us from having seen the world while it was new. The manifestations of the power of God, like His mercies, are "new every morning" and "fresh every evening." We see as fine risings of the sun as Adam ever saw, and its risings are as much a miracle now as they were in his day, and I think a good deal more, because it is now a part of the miracle that for thousands and thousands of years he has come to his appointed time, without the variation of a millionth part of a second. Adam could not tell how this might be!

I know the morning; I am acquainted with it and love it, fresh and sweet as it is; a daily new creation, breaking forth and calling all that have life, and breath, and being, to new adoration, new enjoyments, and new gratitude. * * *

Be kind enough to give or send our love to your husband and children.

Yours affectionately,

Daniel Webster.

CHARLOTTE BRONTE TO MISS ELLEN NURSEY.

July, 1845.

My dear Nell:—

I thank you for your last letter, which I found as full or fuller of interest than either of the preceding ones—it is just written as I wish you to write to me—not a detail too much. A correspondence of that sort is the next best thing to actual conversation, though it must be allowed that between the two there is a wide gulf still. I imagine your face, voice, presence, very plainly when I read your letters. Still, imagination is not reality, and when I return them to their envelope and put them by in my desk, I feel the difference sensibly enough.

My curiosity is a little piqued about that countess you mention. What is her name? You have not yet given it. I cannot decide from what you say whether she is really clever or only eccentric. The two sometimes go together, but are often seen apart. I generally feel inclined to fight very shy of eccentricity, and have no small horror of being thought eccentric myself, by which observation I don't mean to insinuate that I class myself under the head clever. * * * *

As to society, I don't understand much about it, but from the glimpses I have had of its machinery, it seems to me to be a very strange, complicated affair indeed, wherein nature is turned upside down. Your well-bred people appear to me, figuratively speaking, to walk on their heads, to see every thing the wrong way up,—a

lie is with them truth, truth a lie, eternal and tedious botheration is their notion o happiness, sensible pursuits their *ennui*. But this may be only the view ignorance takes of what it cannot understand. I refrain from judging them, therefore, but if I were called upon to *swop*—you know the word, I suppose—to swop tastes and ideas and feelings with ———, for instance, I should prefer walking into a good Yorkshire kitchen fire and concluding the bargain at once by an act of voluntary combustion.

I shall scribble you a short note about nothing, just to have a pretext for screwing a letter out of you in return. I was sorry you did not go to W———, firstly, because you lost the pleasure of observation and enjoyment; and secondly, because I lost the second hand indulgence of hearing your account of what you had seen. * * *

Yours,

Charlotte Bronte.

FRANZ SCHUBERT TO DR. CARL.

Written after a visit to Frau Pachler, the wife of Dr. Carl, a lady gifted with great musical ability.

June 12th, 1827.

Honored Sir:—

I begin to find out already that I was far too happy and comfortable at Gratz, and that Vienna and I don't exactly suit one another. Certainly it is rather big, but on that account empty of all heart, sincerity, candor, genuine thoughts and feelings, rational talk, and utterly lacking in intellectual achievements. One cannot ascertain exactly whether people are clever or stupid, there's such a deal of petty, poor gossip —real cheerfulness one seldom if ever comes across. It is very possible, no doubt, that I have myself to blame, being so very slow in thawing. In Gratz I soon learned to appreciate the absence of all artifice and conventional ways; had I stayed longer, I should, of course, have been profoundly penetrated with the happiness of such perfect freedom from all restraint.

Coming to particulars, I shall never forget the happy time passed with your dear wife, the sturdy Pachlers and the little Faust. These were the happiest days I have passed for a long time. In the hope of my being able some day to express my gratitude in a fitting manner,

I remain, with the greatest respect, yours most obediently,

Franz Schubert.

FRANZ SCHUBERT TO JOSEF HUTTENBRENNER.

Dearest Friend:—I am overjoyed to find that my songs please you. As a proof of my sincere friendship, I send you another which I wrote at midnight for Anselm. But what mischief! Instead of the box of blotting sand, I seize the ink-bottle. I hope over a glass of punch at Vienna, to become better acquainted with you. *Vale!*

Schubert.

LORD MACAULAY TO HIS FATHER AT THE AGE OF THIRTEEN.

Shelford, Feb. 22d, 1813.

My Dear Papa:—

As this is a whole holiday, I cannot find a better time for answering your letter. With respect to my health, I am very well, and tolerably cheerful, as Blundell, the best and most clever of all the scholars, is very kind, and talks to me, and takes my part. He is quite a friend of Mr. Preston's. The other boys, especially Lyon, a Scotch boy, and Wilberforce, are very good-natured, and we might have gone on very well had not one ——, a Bristol fellow, come here. He is unanimously allowed to

be a queer fellow, and is generally characterized as a foolish boy, and by most of us as an ill-natured one. In my learning I do Xenophon every day, and twice a week the "Odessey," in which I am classed with Wilberforce, whom all the boys allow to be very clever, very droll, and very impudent.

We do Latin verses twice a week, and I have not yet been laughed at, as Wilberforce is the only one who hears them, being in my class. We are exercised also once a week in English composition, and letters of persons renowned in history to each other. We get by heart Greek grammar or Virgil every evening. As for sermon-writing, I have hitherto got off with credit, and I hope I shall keep up my reputation. We have had the first meeting of our debating society the other day, when a vote of censure was moved for upon Wilberforce; but he, getting up, said, "Mr. President, I beg to second the motion." By this means he escaped.

The kindness which Mr. Preston shows me is very great. He always assists me in what I cannot do, and takes me to walk out with him every now and then. My room is a delightful, sunny little chamber, which nobody can enter, as there is a trick about opening the door. I sit like a king, with my writing-desk before me; for (would you believe it?) there is a writing-desk in my chest of drawers; my books on one side, my box of papers on the other, with my arm-chair and my candle; for every boy has a candlestick, snuffers, and extinguisher of his own. Being pressed for room, I will conclude what I have to say to-morrow, and ever remain your affectionate son,

Thomas B. Macaulay.

T. B. MACAULAY TO LORD NAPIER.

Charges St., Feb. 26, 1839.

Dear Napier:—

I can now promise you an article in a week, or ten days at furthest. Of its length I cannot speak with certainty. I should think it would fill about forty pages, but I find the subject grow on me.

I think that I shall dispose completely of Gladstone's theory. I wish that I could see my way clearly to a good counter-theory; but I catch only glimpses here and there of what I take to be truth.

I am leading an easy life; not unwilling to engage in the Parliamentary battle if a fair opportunity should offer, but not in the smallest degree tormented by a desire for the House of Commons, and fully determined against office. I enjoyed Italy intensely; far more than I had expected. By the by, I met Gladstone at Rome. We walked and talked together in St. Peter's during the best part of an afternoon. He is both a clever and an amiable man.

As to politics, the cloud has blown over; the sea has gone down; the barometer is rising. The session is proceeding through what was expected to be its most troubled stage in the same quiet way in which it generally advances through the dog-days toward its close. Everything and everybody is languid, and even Brougham seems to be somewhat mitigated. I met him in Lincoln's Inn Fields the other day, when I was walking with Ellis. He greeted me as if we had breakfasted together that morning, and went on to declaim against everybody with even more than his usual parts, and with all his usual rashness and flightiness.

Ever yours,

T. B. Macaulay.

CHAS. LAMB TO COLERIDGE

Apr. 14, 1832.

My dear Coleridge:—

Not an unkind thought has passed through my brain about you. But I have been wofully neglectful of you, so that I do not deserve to announce to you that if I do not hear from you before then, I will set out on Wednesday morning to take you by the hand. I would do it this moment, but an unexpected visit might flurry you. I shall take silence for acquiescence, and come. I am glad you could write so long a letter.

Old love to, and hope of kind looks from the Gilmans when I come.

Yours, semper idem,

C. Lamb.

CHAS. LAMB TO ———

My dear Sir:—

If you can come next Sunday we shall be equally glad to see you, but do not trust to any of Martin's appointments in future. Leg of lamb as before, at half-past four, and the heart of Lamb forever. Yours truly,

30th March, 1821. C. Lamb.

LUDWIG BEETHOVEN TO WEGELER.

June, 1801.

* * * I feel that my youth is only now beginning. Was I not always a sickly man? But, for a time, my physical strength has been increasing more than ever before, and the same is true of my mental power. With every succeeding day I approach nearer to the goal which I feel, but cannot describe. Thus only can I live. No rest! I know of no repose but sleep, and it sorely pains me that I have now to allot more time to sleep than was once necessary. Let me be only half freed from my trouble and then, a perfectly mature man, I shall come to you and renew our old friendship. You must see me as happy as it is given me to be here below. You must not see me unhappy; that is more than I could bear. I shall struggle manfully with fate, and be sure it will not overcome me entirely. O, how beautiful it would be to live life over a thousand times! But I am not made for a quiet life. * * *

LUCY AIKEN TO DR. W. E. CHANNING.

Hampstead, June 7, 1830.

Dear Sir:—

By the kindness of Mr. Ware, I have it at length in my power to send copies of the two little books so long since destined for your daughter; and though I have written to you at large so lately, I cannot resist the temptation of adding a letter. I hope it cannot be very troublesome to you to read what it is so agreeable to me to write.

Your friend Mr. Goodhin spent an hour with me one morning, and I was much pleased with his mild and amiable manners, and the information which he gave me respecting many of your institutions and societies. I wished for more of his company, and invited him for the next evening, when I expected Mrs. Joanna Baillie, Professor Smyth, and another valued friend, Mr. Whishaw, a gentleman who has written little, but whose literary opinions are heard in the most enlightened circles with a deference approaching that formerly paid to Dr. Johnson. Mr. Goodhin was unfortunately engaged, but he sent me Mr. Richardson, and the result was, one of the most animated and amusing conversaziones, chiefly between him and the two

gentlemen I have named—for we ladies were well content to be listeners—at which it has ever been my good fortune to be present.

A more fluent talker than Mr. Richardson I think I never heard, and I doubted at first how he might suit my two old gentlemen—both of them great eulogists of good listeners; but he is very clever, and there was something so piquant in his remarks on what he had seen here, such a simplicity in his questions, and when he spoke of his own country, such abundant knowledge, so ably and clearly expressed, that they were content for once to take such a share of talk as they could get by hard struggling. I think the Professor of Modern History got matter for a new lecture on American law and politics; and he and Mr. Richmond took pains to contrive another meeting. But to me the most curious part was Mr. Richmond's wonder at having got into such high company as two or three baronets, a Scotch countess and some lords; and his difficulty to imagine, and ours to explain to him, how our difference of ranks *works* in society. He evidently supposed a much wider separation of classes than actually takes place. I believe the structure of society with us may best be expressed by what an eminent naturalist has said of organized nature—it is not a chain of being, it more resembles a net; each mesh holds to several others on different sides.

Our complicated state of society in recompense of great evils, has at least this advantage, that it brings the rich man or the noble into relation with a multitude of individuals, with whom he finds it necessary to his objects to associate on terms of social equality, notwithstanding great disparity of birth or fortune. Those very societies of which we agree in condemning the epidemic prevalence, are useful in our country by their levelling effect. In a Bible society or a missionary meeting, the zealous laborers, and still more, the effective speakers, find themselves enabled to give the law to wealth and title. Scientific and literary institutions concur to the same results, and so does the cultivation in the higher ranks of letters and of arts. There is no fact, no talent, no acquirement, either useful or ornamental, no celebrity of any kind, but that serves its professor as a ticket of admission to the company of some of his superiors. I imagine that in no country there can be no less of undiscovered or unrewarded merit than in ours.

Do you begin to suspect the insiduous aim of these remarks? Your "Means and Ends of a National Literature" lies before me, and I am pleading for some exception as respects England to the general truth of your observation, that in Europe "it is for his blood, his rank or some artificial distinction, and not for the attributes of humanity that man holds himself in respect." Perhaps, however, my position, that men in this country value themselves, and are valued by others, very much according their talents, tastes, acquirements, and their power and will to serve a sect or party, may not be irreconcilable with your position that they do not respect themselves sufficiently for the attributes—the common attributes of humanity. Here in the lower, that is the more numerous class, it is too near the truth that "man's life is cheap as beasts." Your estimate of our literature I think very just. I am not, however, without hope that in laboring, as you say, for ourselves, which the difficulties of our present situation render imperative upon us, some general truths may be elicited which may be capable of extended application, at least in the old countries of Europe, which continue to look to us for examples of many kinds; to you they will be less available. * * * * * * * *

It was with great concern I heard from the Wares that you had sustained a severe attack of illness, though I learned at the same time of your recovery. Pray take

care of yourself for many sakes beside your own; you have yet much to do for the world; and pray take it into consideration whether you ought not to winter in a milder climate, such as ours.

How very much we would make of you if we had you here. Believe me, ever yours, with the truest regard.

L. Aiken.

DR. CHANNING TO MISS AIKEN.

Boston, Jan. 1, 1841.

My dear Miss Aiken:—

I have no time to write a letter in reply to your last of October, but this was so acceptable that I ought not to let our steam packet sail without some acknowledgment of it. You write under some fears of a war. Let us be grateful that the storm is blown over, or rather that its ravages are so confined.

I confess I am shocked by your victories in Syria and your attack on China. My mind continually asks whether there is no relief from these terrible social evils, and I am continually driven back to the conviction that little outward melioration is to be hoped but from an inward one. At the same time, I see how outward evils obstruct the moral and intellectual advancement in which their remedy lies. In the course of the last few months, I have been more struck than ever with the terrible power conferred by our present social condition on individuals. A few men might have involved the civilized world in war—might have broken up the intercourse of nations, reduced millions to want and made themselves felt in every human habitation over half the globe.

I have asked, Ought a few statesmen thus to hold in their hands the destinies of the race? I ask, too, if this fearful concentration of power growing out of our union into communities ought to exist. Are any men, whether a ministry or legislature, worthy of such a trust? It is this vast dazzling power which has intoxicated, maddened the selfish great from the beginning; and history is little more than an unravelling of the complicated schemes and toils of men for winning it.

Is not the prize too great to be set before men? Ought the vast energies of England to become a unity by political combinations which the ambitious may turn to their vile purposes? Cannot these vast masses of nations be broken up or modified? I merely state to you thoughts which have been rushing through my mind. I have been too busy in other ways to follow them out. That some great truth may come from pursuing them, I strongly suspect. The idea of making essential changes in these colossal accumulations of power which have lasted so many ages, must seem an extravagance, but the national bond is not what it once was. Men of different languages are beginning to understand a higher bond.

But I must stop dreaming. Your letter, as I said, gave me much pleasure, but I was sorry to read your severe strictures on Carlyle. Let us be tolerant. Let us be willing that men should talk in their own language, however *uncouth*,—give us their extravagances, if they are earnest, strong-minded, generous men. Carlyle has often stirred up my spirit and opened to me noble fields of thought. I do not know that I owe him many new views, but he has made some great ones more real to me, and this is no small debt. You must have discovered in me a touch of that malady called mysticism, and will therefore wonder the less at my German leanings. I am, however, no reader of German. I have caught this from nobody. It was born and bred in me, and therefore more hopeless. Accept this hasty expression of thought, if thought it may be called, as a testimony to the pleasure you give me by writing.

Very truly your friend,

W. E. Channing.

FRANCES BURNEY TO MISS S. BURNEY.

Chesington, Sunday, July 6, 1778.

My dearest Susy:—

I have been serving Daddy Crisp a pretty trick this morning. How he would rail if he found it all out! I had a fancy to dive pretty deeply into the real rank in which he held my book; so I told him that your last letter acquainted me who was reported to be the author of "Evelina." I added that it was a profound secret, and he must by no means mention it to a human being. He bid me tell him directly, according to his usual style of command—but I insisted upon his guessing.

"I can't guess," said he; "maybe it is *you!*" "Oddso!" thought I, "what do you mean by that?" "Pooh! nonsense!" cried I, "what should make you think of me?" "Why, you look guilty," answered he. This was a horrible home stroke. However, I found it was a mere random shot, and without much difficulty I laughed it to scorn. And who do you think he guessed next? My father!—There's for you!—and several questions he asked me, whether he had lately been shut up much, and so on. And this was not all, for he afterwards guessed Mrs. Thrale and Mrs. Greville.

There's honor and glory for you! I assure you I grinned prodigiously. He then would guess no more. So I served him another trick for his laziness. I read a paragraph in your last letter (which, perhaps, you may not perfectly remember), in which you say the private report is that the author is a son of the late Dr. Friend, my likeness. Now this son is a darling of my daddy's, who reckons him the most sensible and intelligent young man of his acquaintance; so I trembled *a few*, for I thought, ten to one but he'd say: "He?—not he—I promise you!" But no such thing; his immediate answer was: "Well, he's very capable of that or anything else." I grinned broader than before.

Frances Burney

RALPH WALDO EMERSON TO A CLASSMATE WHO WENT FROM HARVARD TO ANDOVER.

Boston, Apr. 27, 1825.

My dear Lord W———:—A tall cousin of mine (Mr. Shepard) hath informed me that you have lately descended upon them at Andover, to learn their good ways—from the miserable school of heterodoxy at Cambridge.

Now I determined forthwith to write to my right scholarly classmate, for several distinct reasons:—to congratulate you upon you singular exemption from the general misery of your compeers, who have rushed into the tutor's desks of every Minerva's temple in the country; then to claim the honor of corresponding with one scholar in the land,—and to enjoin it upon you, as a primal duty, to write a letter from your seat of science, to a desponding school-master. I am delighted to hear there is such a profound studying of German and Hebrew, Parkhurst and Jahn, and such other names as the memory aches to think of, on foot at Andover. Meantime Unitarianism will not hide her honors; as many hard names are taken, and as much theological mischief is planned at Cambridge as at Andover. By the time this generation gets upon the stage, if the controversy will not have ceased, it will run such a tide that we shall hardly be able to speak to one another, and there will be a Guelf and Ghibeline quarrel, which cannot tell where the difference lies. * * *

I have a high respect for Professor Stuart, but have never seen him. I want you to write me a description of his mind, body, and outward estate. The good people abroad, who are Calvanists up to the chin, do not treat him well. He watches upon

their outposts, and receives all the weapons of the enemy, and those within the pale, his brethren of Connecticut, accuse him of apostasy. They should know that the opposite party humbly judge that if they lose him they lose all, and that any party can boast few such redeeming Palladiums.

What are you studying beside Bibles? Do you let suns and moons, eclipses and comets pass without calculation or account? Is there not time for trigonometry, no not for a logarithm? Or, if all these are forgotten, I hope you have not sacrificed Johnson and Burke, Shakspeare and Scott, altogether. Books are not so numerous at Andover, but that you will want the Cambridge library, which, by the way, grows rich rapidly, and bids fair to load its shelves to the breaking point, under the care of such an eloquent beggar as Professor Cogswell. He has already won away to the library most of the splendid European books in Boston, and obliged Mr. Thorndike to cover the Ebeling library, which he presented.

But whatever may be your pursuits, your designs, or your advantages, this is to remind you that I expect a very literary letter which may unfold them all to my admiration. You can form no conception how much one grovelling in the city needs the excitement and impulse of literary example. The sight of broad, vellum-bound quartos, the very mention of Greek and German names, the glimpse of a dusty, tugging scholar, will wake you up to emulation for a month.

You will excuse the liberty I have taken, in addressing myself to you, unasked, to solicit a correspondence, but I am aweary of myself. * * *

I suppose you may know opportunities to send to Frye; if not, pray drop a letter into the post-office, the first time you pass by it, to

Your friend and classmate,

R. Waldo Emerson.

CHARLES DICKENS TO W. C. MACREADY.

Devonshire Terrace, Tuesday,
Nov. 23d, 1847.

My dear Macready:—

I am in the whirlwind of finishing a number with a crisis in it; but I cannot fall to work without saying, in so many words, that I feel all words insufficient to tell you what I think of you after a night like last night. The multitudes of new tokens by which I know you for a great man, the swelling within me of my love for you, the pride I have in you, the majestic reflection I see in you of all the passions and affec tions that make up our mystery, throw me into a strange kind of transport that has no expression but in a mute sense of attachment, which, in truth and fervency, is worthy of its subject.

What is this to say? Nothing, God knows, and yet I cannot leave it unsaid.

Ever affectionately yours,

Charles Dickens.

P. S.—I never saw you more gallant and free than in the gallant and free scenes last night. It was perfectly captivating to behold you. However, it shall not interfere with my determination to address you as Old Parr in all future time.

CHARLES DICKENS TO WILKIE COLLINS.

Tavistock House, June 6, 1856.

My dear Collins:—

I have never seen anything about myself in print which has much correctness in it—any biographical account of myself, I mean. I do not supply such particulars

when I am asked for them by editors and compilers, simply because I am asked for them every day. If you want to prime Forgues, you may tell him, without fear of anything wrong, that I was born at Portsmouth, on the 7th of February, 1812; that my father was in the Navy Pay Office; that I was taken by him to Chatham when I was very young, and lived and was educated there till I was twelve or thirteen, I suppose; that I was then put to a school near London, where (as at other places) I distinguished myself like a brick; that I was put in the office of a solicitor, a friend of my father's, and didn't much like it; and after a couple of years (as well as I can remember), applied myself with a celestial or diabolical energy to the study of such things as would qualify me to be a first rate parliamentary reporter—at that time a calling pursued by many clever men who were young at the Bar; that I made my début in the gallery (at about eighteen, I suppose), engaged on a voluminous publication no longer in existence, called *The Mirror of Parliament;* that when *The Morning Chronicle* was published by Sir John Easthope and acquired a large circulation, I was engaged there, and that I remained there until I had begun to publish "Pickwick," when I found myself in a condition to relinquish that part of my labors; that I left the reputation behind me of being the best and most rapid reporter ever known, and that I could do anything in that way under any sort of circumstances, and often did. I dare say I am at this present writing the best short-hand writer in the world.)

That I began, without any interest or introduction of any kind, to write fugitive pieces for the old *Monthly Magazine*, when I was in the gallery for *The Mirror of Parliament;* that my faculty for descriptive writing was seized upon the moment I joined *The Morning Chronicle*, and that I was liberally paid there and handsomely acknowledged, and wrote the greater part of the short descriptive "Sketches by Boz," in that paper; that I had been a writer when I was a mere baby, and always an actor from the same age; that I married the daughter of a writer to the *Signet* in Edinburgh, who was the great friend and assistant of Scott, and who first made Lockhart known to him.

And that here I am.

Finally, if you want any dates of publication of books, tell Wills, and he'll get them for you.

This is the first time I ever set down even these particulars, and glancing them over I feel like a wild beast in a caravan describing himself in the keeper's absence.

Ever faithfully,
Charles Dickens.

P. S.—I made a speech last night at the London Tavern, at the end of which all the company sat holding their napkins to their eyes with one hand, and putting the other into their pockets. A hundred people or so contributed nine hundred pounds then and there.

CHARLES DICKENS TO HIS DAUGHTER.

Devonshire Terrace, Tuesday,
February 27th, 1849.

My dearest Mamey:—

I am not engaged on the evening of your birthday. But even if I had an engagement of the most particular kind, I should excuse myself from keeping it, so that I might have the pleasure of celebrating at home, and among my children, the day that gave me such a dear and good daughter as you.

Ever affectionately yours,
Charles Dickens.

CHARLES DICKENS TO MR. CLARKSON STANFIELD.

Devonshire Terrace, May 25, 1849.

My dear Stanfield:—

No—no—no! Murder, murder! Madness and misconception! Any *one* of the subjects—not the whole. Oh, blessed star of early morning, what do you think I am made of, that I should, on the part of any man, prefer such a pig-headed, calf-eyed, donkey-eared, imp-hoofed request!

Says my friend to me, "Will you ask *your* friend, Mr. Stanfield, what the damage of a little picture of that size would be, that I may treat myself with the same, if I can afford it?" Says I, "I will." Says he, "Will you suggest that I should like it to be *one* of those subjects?" Says I, "I will." I am beating my head against the door with grief and frenzy, and I shall continue to do so until I receive your answer.

Ever heartily yours,

The Misconceived One.

CHARLES DICKENS TO MRS. DICKENS.

Clifton, Nov. 13th, 1851.

My dearest Kate:—

I have just received your second letter, and am quite delighted to find that all is going on so vigorously, and that you are in such a methodical, business-like, and energetic state. I shall come home by the express on Saturday morning, and shall hope to be at home between eleven and twelve. * * *

I am tired enough, and shall be glad when to-morrow night is over. We expect a very good house. Forster came up to town after the performance last night, and promised to report to you that all was well.

Jerrold is in extraordinary force. I don't think I ever knew him so humorous. And this is all my news, which is quite enough. I am continually thinking of the house in the midst of all the bustle, but I trust it with such confidence to you that I am quite at my ease about it.

With best love to Georgy and the girls,

Ever, my dearest Kate, most affectionately yours,

Charles Dickens.

P. S.—Topham has suddenly come out as a juggler, and swallows candles, and does wonderful things with the poker very well indeed, but with a bashfulness and embarrassment extraordinarily ludicrous.

MLLE. RACHEL TO HER MOTHER.

St. Petersburg, 1854.

Dear Mother:—

Yesterday for my benefit I played Camille and Lisbie. My success, or rather triumph, was complete; their Imperial Majesties were present. Impossible to count the bouquets thrown to me; as for recalls, the exact number was seven hundred thousand. The Grand Duchess Helene sent me a magnificent Turkish shawl; ah, Madame Felix, how well that shawl will look upon your shoulders! They want me to come back next winter, but I promise nothing, although I have quite made up my mind *never* to return to the Theatre Francaise, even if they offered me a hundred thousand francs for six months. And, yet, I feel that it will be a severe blow to me to leave the public to whom I have owed so much for the last sixteen years!

Elisa.

RACHEL TO HER ELDEST SON.

New York.

I hope, my dear Alexander, that while your little mother is making a collection of laurels and dollars in America, you will do her honor at the next examinations. Think how happy I shall be when I receive such welcome news. Gabriel is still rather too young for me to talk about his studies, but his turn will come in time; at least I hope so.

Your little mother, who loves you both passionately,

Rachel.

MISS SEDGWICK TO MR. ROBERT SEDGWICK.

Stockbridge, Aug. 13, 1813.

* * * I am satisfied, by long and delightful experience, that I can never love anybody better than my brothers. I have no expectation of ever finding their equal in worth and attraction, therefore—do not be alarmed; I am not on the verge of a vow of celibacy, nor have I the slightest intentions of adding any rash resolutions to the ghosts of those that have been frightened to death by the terrors of maiden life; but, therefore—I shall never change my condition until I change my mind. You will acknowledge, dear Robert, that, notwithstanding the proverbial mutability of a woman's inclination, the probability is in favor of my continuing to stamp all the coin of my kindness with a *sister's* impress, particularly when you consider that every year depreciates the coin in the market of matrimony. * * *

MR. ROBERT SEDGWICK TO MISS SEDGWICK.

New York, August, 1883.

My very dear sister Kate:—

Your letter of Wednesday has just reached me; my very soul thanks you for it. * * * I can never be sufficiently grateful to my Maker for having given me such a sister. If I had no other sin to answer for than that of being so unworthy of her as I am, it would be more than I could bear, and yet, when I read your letters, I almost think I am what I should be. I know I feel a strong aspiration to be such, and I am sure they make me better as well as happier. Lamentable, indeed, would be the degradation of any being who would not make any effort to merit such affection, who would not find fresh strength and fresh spirit in wielding the armor of virtue from the consideration of its value and from the fear of its forfeiture.

MR. THEODORE SEDGWICK TO MISS SEDGWICK.

Albany, June 6, 1820.

* * * Having this moment perused your letter the third time, I could not help giving you an answer to it, though there be nothing in it interrogative. Nor was it meant to be tender, or sentimental, or learned, but, like all your letters, it is so sweet, so excellent, so natural, so much without art, and yet so much beyond art, that, old, cold, selfish, unthankful as I am, the tears are in my eyes, and I thank my God that I have such a sister.

MISS SEDGWICK TO ALICE MINOT.

Lenox, Oct. 23, 1862.

* * * My love to *all*, and when I write this, I mean it from your grandfather *down*, to each and all, as is due from me, love and gratitude; and mind you, kiss my darling for me. Which is that? your father or mother? Willie or Hal? Charles or Rob? It would puzzle me to tell.

Yours, my very darling,
Catherine M. Sedgwick.

HORATIO NELSON TO MR. LOCKER.

Palermo, Feb. 9, 1799.

My dear Friend:—

I well know your own goodness of heart will make all due allowance for my present situation, and that truly I have not the time or power to answer all the letters I receive at the moment. But you, my old friend, after twenty-seven years' acquaintance, know that nothing can alter my attachment and gratitude to you. I have been your scholar. It is you who taught me to board a French man-of-war by your conduct when in the *Experiment*. It is you who always said, "Lay a Frenchman close, and you will beat him;" and my only merit in my profession is being a good scholar. Our friendship will never end but with my life; but you have always been too partial to me. The Vesuvian republic being fixed, I have now to look out for Sicily; but revolutionary principles are so prevalent in the world that no monarchial government is safe or sure of lasting ten years.

Believe me ever your faithful and affectionate friend,

Nelson.

WM. WORDSWORTH TO HENRY CRABB ROBINSON.

Rydal Mount, Kendal, Apr. 26, 1829.

My dear Friend:—

Dora holds the pen for me. A month ago the east wind gave me an inflammation in my left eyelid, which led, as it always does, to great distress of the eye, so that I have been unable either to read or write, which privations I bear patiently; and also a third, full as grievous,—a necessary cessation from the amusement of composition, and almost of thought. Truly were we grieved to hear of your illness, first, from Mr. Quillinan, and, this morning, from your own account, which makes the case much worse than we had apprehended. * * *

It would have been a great joy to us to have seen you, though upon a melancholy occasion. You talk of the more than chance of your being absent upwards of two years. I am entered my sixtieth year. Strength must be failing; and, snapping off, as the danger my dear sister has just escaped lamentably proves, ought not to be long out of sight. Were she to depart, the phasis of my moon would be robbed of light to a degree that I have not courage to think of. During her illness, we often thought of your high esteem of her goodness, and of your kindness towards her upon all occasions. Mrs. Wordsworth is still with her. Dora is my housekeeper, and did she not hold the pen, it would run wild in her praises.

Sara Coleridge, one of the loveliest and best of creatures, is with me, so that I am an enviable person, notwithstanding our domestic impoverishment. I have nothing to say of books (newspapers having employed all the voices I could command), except that the first volume of Smith's "Nollekens and his Times" has been read to me. There are some good anecdotes in the book; the one which made most impression on me was that of Reynolds, who is reported to have taken from the print of a half-penny ballad in the street an effect in one of his pictures which pleased him more than anything he had produced. If you were here, I might be tempted to talk with you about the Duke's settling of the Catholic question. Yet why? for you are going to Rome, the very center of light, and can have no occasion for my farthing candle.

Dora joins me in affectionate regards; she is a staunch anti-papist in a *woman's* way, and perceives something of the retributive hand of justice in your rheumatism; but, nevertheless, like a true Christian, she prays for your speedy convalescence

Wm. Wordsworth

WALTER S. LANDOR TO H. C. ROBINSON.

April, 1831.

* * * It is now several days since I read the book you recommended to me, "Mrs. Leicester's School;" and I feel as if I owed a debt in deferring to thank you for many hours of exquisite delight. Never have I read anything in prose so many times over within so short a space of time as "The Father's Wedding-day." Most people, I understand, prefer the first tale—in truth a very admirable one—but others could have written it. Show me the man or woman, modern or ancient, who could have written this one sentence: "When I was dressed in my new frock, I wished poor mamma was alive to see how fine I was on papa's wedding-day; and I ran to my favorite station at her bedroom door." How natural, in a little girl, is this incongruity, this impossibility! Richardson would have given his "Clarissa," and Rousseau his "Heloise," to have imagined it. A fresh source of the pathetic bursts out before us, and not a bitter one. If your Germans can show us anything comparable to what I have transcribed, I would almost undergo a year's gurgle of their language for it. The story is admirable throughout,—incomparable, inimitable.

Yours, &c.,

W. S. Landor.

MISS WORDSWORTH TO H. C. ROBINSON.

Friday, December 1, 1831.

Had a rumor of your arrival in England reached us before your letter of yesterday's post, you would ere this have received a welcoming from me in the name of each member of this family; and, further, would have been reminded of your promise to come to Rydal as soon as possible after again setting foot on English ground. When Dora heard of your return, and of my intention to write, she exclaimed, after a charge that I would recall to your mind your written promise, "He must come and spend Christmas with us. I wish he would." Thus, you see, notwithstanding your petty jarrings, Dora was always, and now is, a loving friend of yours. I am sure I need not add, that if you can come at the time mentioned so much the more agreeable to us all, for it is fast approaching; but that, *whenever* it suits you (for you may have Christmas engagements with your own family) to travel so far northward, we shall be rejoiced to see you; and, whatever other visitors we may chance to have, we shall always be able to find a corner for you. We are thankful that you are returned with health unimpaired,—I may say, indeed, amended,—for you were not perfectly well when you left England. You do not mention rheumatic pains, so I trust they have entirely left you.

As to your being grown older, if you mean *feebler* in mind, my brother says: "No such thing; your judgment has only attained autumnal ripeness."

* * * You will say that my brother looks older. He is certainly thinner, and has lost some of his teeth; but his bodily activity is not at all diminished, and if it were not for public affairs, his spirits would be as cheerful as ever. He and Dora visited Sir Walter Scott just before his departure, and made a little tour in the Western Highlands; and such was his leaning to old pedestrian habits, that he often walked from fifteen to twenty miles in a day, following or keeping by the side of the little carriage, of which his daughter was charioteer. They both very much enjoyed the tour, and my brother actually brought home a set of poems, the product of that journey.

LADY BYRON TO H. C. ROBINSON.

Brighton, Dec. 25, 1854.

With J. J. Taylor, though almost a stranger to him, I have a peculiar reason for sympathizing. A book of his was a treasure to my daughter on her death-bed.

I must confess to intolerance of opinion as to these two points,—eternal evil in any form, and (involved in it) eternal suffering. To believe in these would take away my God, who is all-loving. With a God with whom omnipotence and omniscience were all, evil might be eternal,—but why do I say to you what has been better said elsewhere?

HENRY CRAB ROBINSON TO WORDSWORTH.

Athendeum, 11th Dec., 1837.

My dear Friend:—

Miss Martineau informs me that it being objected in America (when the proposal was made to give copywright to English writers) that no English writers had manifested any anxiety on the subject, a petition or memorial was prepared and signed by very many English authors, for presentation to Congress; that only three writers of note refused to subscribe,—Mrs. Shelley, because she had never asked a favor of any one and never would; Lord Brougham, because, first, he was a member of another legislature (no reason at all); and, secondly, because he was so insignificant a writer, which many will believe to be more true than the speaker himself seriously thinks; and W. W., Esq., whose reason is not known, but who is thought to have been misinformed on the subject. Notwithstanding these three blanks in the roll of English literature, the petition produced an unparalleled impression on the House of Representatives. A bill was brought into the house and passed by acclamation unanimously, just as the similar measure of Sergeant Talfourd was received here.

The session was a very short one, and the measure must be brought forward again. But Miss Martineau is assured that no doubt is entertained of its passing both Houses without difficulty. She could not find the printed bill when I was with her, but she says the privilege extends a long time. The only obligation laid on English authors is, that their claim must be made within six months of the publication in England.

HANNAH MORE TO MR. HARFORD.

Barley Wood.

My dear Friend:—

I have been much entertained with your picturesque letter. Scotland is a country I should particularly like to visit, as its scenes retain so much of their original character, and have not been spoiled by art and industry, which, though very good things in themselves, yet efface the old ideas that contribute to the pleasant romance of life. I particularly envy you the sight of Staffa's cave. Its laird, or, as he styles himself, *Staffa* only, has visited me, and I remember his account of his little empire was very amusing. * * *

The heat here is almost tropical. Not a blade of grass left. The complexion of my field is hardly distinguishable from the gravel walk. I believe the farmers, like Milton's Satan, "never see the sun except to tell him how they hate his beams." * * *

I have just had a visit from a very old and interesting friend, Mrs. ———. We had not met for twenty-seven years. We lived much together when I lived in the great and gay world. She told me when my little book of "Manners of the Great" was first published (anonymously), she was sitting with the Queen, who was reading

it. When Her Majesty came to the passage which censured the practice of ladies in sending on Sunday for a hair-dresser, she exclaimed, "This, I am sure, is Hannah More; she is in the right, and I will never send for one again." She did not mean she would not have her hair dressed on a Sunday, but she would not compel a poor tradesman to violate the Sabbath, but rather employ one of her own household. * * *

With kind love to Mrs. H——, believe me. my dear friend,

Yours very sincerely,
H. More.

S. T. COLERIDGE TO JOSEPH COTTLE.

Stoway, 1797.

My dear Cottle:—

Wordsworth and his exquisite sister are with me. She is a woman indeed! in mind, I mean, and heart; for her person is such, that if you expected to see a pretty woman, you would think her rather ordinary; if you expected to see an ordinary woman, you would think her rather pretty; but her manners are simple, ardent, impressive. In every motion her innocent soul outbeams so brightly, that who saw, would say,

"Guilt was a thing impossible in her."

Her information various. Her eye watchful in minutest observation of nature; and her taste a perfect electrometer. It bends, protrudes, and draws in at subtlest beauties and most recondite faults.

She and W. desire their kindest respects to you.

Your ever affectionate friend,
S. T. Coleridge.

GEORGE WASHINGTON TO DR. JOHN COCHRAN.

Dear Doctor:—

I have asked Mrs. Cochran and Mrs. Livingston to dine with me to-morrow; but am I not in honor bound to apprise them of their fare? As I hate deception, even where the imagination only is concerned, I will. It is needless to premise that my table is large enough to hold the ladies. Of this they had ocular proof yesterday. To say how it is usually covered is more essential, and this shall be the purport of my letter. Since our arrival at this happy spot, we have had a ham, sometimes a shoulder of bacon, to grace the head of the table; a piece of roast beef adorns the foot, and a dish of beans or greens almost imperceptible decorates the center. When the cook has a mind to cut a figure, which I presume will be the case to-morrow, we have two beefsteak pies, or dishes of crabs, in addition, one on each side of the center dish, dividing the space, and reducing the distance between dish and dish to about six feet, which, without them, would be about twelve feet apart. Of late he has had the surprising sagacity to discover that apples will make pies; and it is a question if, in the violence of his efforts, we do not get one of apples instead of having both of beefsteaks. If the ladies can put up with such entertainment, and will submit to partake of it on plates, once tin, but now iron (not become so by the labor of scouring), I shall be happy to see them.

This is almost the only instance of sportive writing in Washington's correspondence.

ELIZABETH B. BARRETT TO MR. HORNE.

50 Wimpole St., Nov. 4th, 1841.

My head has ached so for two days (not my temper, I assure you) that I thought it was beheading itself; and now that "distracted globe" having come to a calm, I hasten to answer your letter. A bomb of a letter it is, to be sure! enough to give a dozen poets a headache apiece. "No sex—no character—no physiognomy—no age—no Anno Domini!"—a very volcano of a letter.

After all, dear Mr. Horne, your idea of revenge is not tragic enough for a great dramatist, and I may criticise back to you on such grounds. But then, again, I spare you on others. You needn't "try to recant." I am not angry—don't even feel ill-used (that feeling of melancholy complacency); and beg you to extend your dramatic scepter within reach of my subject hands, and with the "diagram" at the top of it.

When Socrates said that it was worse to suffer, being guilty, than being innocent, wasn't he right?—and am I not like Socrates?—in the sentiment, which I am right in—not position, which I am wrong in? At the same time it does seem hard—hard even for Socrates—to drink all this hemlock without a speech—to die and make no sign. The general criticism is too true a one, also lately true, but not equally, altogether true, perhaps, in everything. I think, for instance, that my Page-romaunt has some sex and physiognomy, however the Anno Domini may be mislaid, even in her case. Well—but it's a true general criticism—and true particularly, besides—and do send the diagram, dear Mr. Horne—and be sure that however lightly I have spoken I must always be gravely grateful to you for telling me all such truths. * * *

I wish I could "transfuse" in my brother George, who talks of meeting you face to face this evening at Mrs. Orme's.

Truly yours,
Elizabeth B. Barrett.

ROBERT BROWNING TO MR. HORNE.

Pisa, Dec. 4th.

Dear Horne:—

Your good, kind, loyal letter gave me all the pleasure you meant it should. I mean to "answer" it erelong, but as my wife wants to send a letter by an inclosure I am now getting ready for this evening, I could not help shaking your hand, through the long interval of Italian air, and saying, if only in a line, that I know your friendliness, and honor your genius as much as ever. One of these days we shall meet again, never fear—and then you shall see my wife, your old friend, and hear from her what I have often heard from her, and what, perhaps, the note tells you. She has long been wanting to send it. She is getting better every day,—stronger, better wonderfully, and beyond all our hopes. It is pleasant living here. Why do you not come and try? This street we live in terminates with the Palace in which your Cosmo killed his son.

Ever yours faithfully, as of old,
R. Browning.

W. M. THACKERAY TO MR. REED.

Neufchatel, Switzerland, July 21, 1853.

My dear Reed:—

Though I am rather slow in paying the tailor, I always pay him: and as with tailors, so with men; I pay my debts to my friends, only at rather a long day. Than you for writing to me so kindly, you who have so much to do. I have only begun

work ten days since, and now in consequence have a little leisure. Before, since my return from the West, it was flying from London to Paris, and *vice versa*, dinners right and left, parties every night. If I had been in Philadelphia, I could scarcely have been more feasted. Oh, you unhappy Reed! I see you (after that little supper with McMichael) on Sunday, at your own table, when we had that good Sherry-Madeira, turning aside from the wine-cup with your pale face! * * *

Three weeks of London were more than enough for me, and I feel as if I had had enough of it and pleasure. Then I remained a month with my parents; then I brought my girls on a little pleasuring tour, and it has really been a pleasuring tour. We spent ten days at Baden, when I set intrepidly to work again; and have been five days in Switzerland now; not bent on going up mountains, but on taking things easily. How beautiful it is! How pleasant! How great and affable, too, the landscape is! It's delightful to be in the midst of such scenes—the ideas get generous reflections from them. I don't mean to say my thoughts grow mountainous and enormous like the Alpine chain yonder; but, in fine, it is good to be in the presence of this noble nature. It is keeping good company; keeping away mean thoughts. * * *

I am about a new story, but don't know as yet if it will be any good. It seems to me I am too old for story-telling; but I want money, and shall get 20,000 dollars for this, of which (D. V.) I'll keep fifteen. I wish this rubbish (the sketch) were away; I might put written rubbish in its stead. Not that I have anything to say, but that I always remember you and yours, and honest Mac. and Wharton, and Lewis, and kind fellows who have been kind to me, and I hope will be kind to me again.

Goodby, my dear Reed, and believe me ever sincerely yours,

W. M. Thackeray.

THOMAS CARLYLE TO JOHN CARLYLE.

Edinburgh, Dec. 21, 1821.

I send many a thought southward to you; often in the mind's eye you appear seated at your mahogany tippet with the various accoutrements of a solitary student, laboring in secret at the task which—fear it not, my boy—will yet be rewarded openly. Few such quiet things in nature have so much of the sublime in them as the spectacle of poor but honorable-minded youth, with discouragement all around him, but never-dying hope within his heart, forging, as it were, the armor with which he is destined to resist and overcome the hydras of this world, and conquer for himself in due time a habitation among the sunny fields of life. Like every other virtue this effort may be called its own reward, even though success should never crown it. How poor, how beggar poor compared with this, is the vulgar rioting, punch-drinking, oyster-eating existence often led by your borough procurator or embryo provost. Truly, Jack, you have chosen the better part, and as your brother I rejoice to see you persevere in it. I perused with deep interest and pleasure your graphic account of the style in which our father received the spectacles. It is a cheap way of purchasing pleasure to make those that love us happy at so small an expense.

Your affectionate brother,

T. Carlyle.

MRS. CARLYLE TO THOMAS CARLYLE.

Comely Bank, April, 1827.

Dear, Dear,—Cheap, Cheap:—

I met the postman yesterday morning, and something bade me ask if there were any letters. Imagine my agitation when he gave me yours four-and-twenty hours

before the appointed time. I was so glad and so frightened, so eager to know the *whole* contents that I could hardly make out any part. In the little tobacconist's, where I was fain to seek a quiet place, I did at length, with much heart-beating, get through the precious paper, and found that you still love me pretty well, and that the "Craig o'Putta" was still a hope; as also that if you come not back to poor Goody on Saturday it will not be for want of will. Ah! nor yet will it be for want of the most fervent prayers to Heaven that a longing Goody can put up; for I am sick—sick to the heart—of this absence, which indeed I can only bear in the faith of its being brief. * * *

I have not been altogether idle since we parted, though I threatened I would take to bed. I have finished my review, the representation of female character in the Greek poets, and the comparison between Cæsar and Alexander, with all that I could understand of the "friend;" over and above which I have transacted a good deal of shaping and sewing, the result of which will be complete, I hope, by the day of your return, and fill you with "weender and amazement." Gilbert Burns is gone. Mr. Brodie told us of his death last week. Besides him, Mrs. Binnie, the Bruce people, and Mrs. Aitken, we have had no visitors, and I have paid no visits. Last night I was engaged to Mrs. Bruce, but I wrapped a piece of flannel about my throat and made my mother carry an apology of cold. But I may cut short these insipidities. My kindest love to all, from the weest up to Lord Moon.

LADY MARY WORTLEY MONTAGU TO THE COUNTESS OF MAR.

Oct. 31, 1723.

I write to you at this time piping hot from the birthnight; my brain warmed with all the agreeable ideas that fine clothes, fine gentlemen, brisk tunes, and lively dances can raise there. It is to be hoped that my letter will entertain you; at least you will certainly have the freshest account of all passages on that glorious day. First, you must know that I led up the ball, which you'll stare at; but what is more, I believe in my conscience I made one of the best figures there; to say truth, people are grown so extravagantly ugly, that we old beauties are forced to come out on show-days, to keep the court in countenance. I saw Mrs. Murray there, through whose hands this epistle will be conveyed; I do not know whether she will make the same complaint to you that I do. Mrs. West was with her, who is a great prude, having but two lovers at a time; I think those are Lord Haddington and Mr. Lindsay; the one for use, the other for show.

The world improves in one virtue to a violent degree, I mean plain-dealing. Hypocrisy being, as the Scripture declares, a damnable sin, I hope our publicans and sinners will be saved by the open profession of the contrary virtue. I was told by a very good author, who is deep in the secret, that at this very minute there is a bill cooking up at a hunting seat in Norfolk, to have NOT taken out of the commandments and clapped into the creed, the ensuing session of Parliament. This bold attempt for the liberty of the subject is wholly projected by Mr. Walpole, who proposed it to the secret committee in his parlor. William Young seconded it, and answered for all his acquaintance voting right to a man. Doddington very gravely objected, that the obstinacy of human nature was such that he feared when they had positive commands to do so, perhaps people would not bear false witness against their neighbors with the readiness and cheerfulness they do at present.

This great objection seemed to sink deep into the minds of the greatest politicians at the board, and I don't know whether the bill won't be dropped, though it is certain it might be carried on with great ease, the world being entirely "*revenue du*

bagatelle," and honor, virtue, reputation, etc., which we used to hear of in our nursery, as much laid aside and forgotten as crumpled ribands.

To speak plainly, I am very sorry for the forlorn state of matrimony, which is as much ridiculed by our young ladies as it used to be by young fellows. * * *

You may imagine we married women look very silly; we have nothing to excuse ourselves, but that it was done a great while ago, and we were very young when we did it. This is the general state of affairs; as to particulars, if you have any curiosity for things of that kind, you have nothing to do but to ask me questions, and they shall be answered to the best of my understanding, my time never being passed more agreeably than when I am doing something obliging to you; this is truth, in spite of all the beaus, wits, and wittings in Great Britain. M. W. M.

MADAME DE SÉVIGNÉ TO MADAME DE C.

Paris, Monday, Dec. 15, 1670.

I am going to tell you a thing the most astonishing, the most surprising, the most marvelous, the most miraculous, the most magnificent, the most confounding, the most unheard of, the most singular, the most extraordinary, the most incredible, the most unforeseen, the greatest, the least, the rarest, the most common, the most public, the most private till to-day, the most brilliant, the most enviable; in short, a thing of which there is but one example in past ages, and that not an exact one either; a thing that we cannot believe at Paris—how then will it gain credit at Lyons? a thing which makes everybody cry, "Lord, have mercy upon us!" a thing which causes the greatest joy to Madame De Rohan and Madame De Hauterive; a thing, in fine, which is to happen on Sunday next, when those who are present will doubt the evidence of their senses; a thing which, though it is to be done on Sunday, yet perhaps will not be finished on Monday. I cannot bring myself to tell it you; guess what it is. I give you three times to do it in. What, not a word to throw at a dog? Well, then, I find I must tell you.

WILLIAM H. PRESCOTT TO MISS PRESCOTT.

London, June 24, 1850.

My dear Lizzie:—

As your mother tells me that you are to write to me this week, I will do the same good turn to you. What shall I tell you about? there are so many things that would interest you in this wonderful city. But first of all, I think, on reflection, you judged wisely in not coming. You would have had some lonely hours, and have been often rather awkwardly situated. Girls of your age make no great figure here in society. One never, or very rarely, meets them at dinner parties, and they are not so numerous in the evening parties as with us, unless it be the balls. Six out of seven women whom you meet in society are over thirty, and many of them over forty and fifty, not to say sixty. The older they are the more they are dressed and diamonded. Young girls dress little, and wear very little ornament indeed. They have not much money to spend on such costly luxuries. * * * * * *

Coming home, we drove through the Royal Park at Windsor, among trees hundreds of years old, under which troops of deer were lazily grazing, secure from all molestation. The Thames is covered with swans, which nobody would dare to injure. How beautiful all this is! I wish, dear Lizzie, you could have a peep at the English country, with its superb, wide-stretching lawns, its numerous flocks of sheep everywhere dotting the fields, and even the parks in town, and the beautiful white cows, all as clean as if they had been scrubbed down. England, in the country, is

without a rival. But in town the houses are all dingy, and most of them as black as a chimney with the smoke. This hangs like a funeral pall over the city, penetrating the houses and discoloring the curtains and furniture in a very short time. You would be amused with the gay scene which the streets in this part of the town present. Splendid equipages fill the great streets as far as the eye can reach, blazing with rich colors, and silver mountings, and gaudy liveries.

Everything here tells of a proud and luxurious aristocracy. I shall see enough of them to-day, as I have engagements of one kind or another to four houses before bedtime, which is now with me very regularly about twelve, sometimes later, but I do not like to have it later. Why have I no letter on my table from home? I trust I shall find one there this evening, or I shall, after all, have a heavy heart, which is far from gay in this gayety.

Your affectionate father,
William H. Prescott.

ALEXANDER POPE TO DR. SWIFT.

Dawley, June 28, 1728.

I now hold the pen for my Lord Bolingbroke, who is reading your letter between two haycocks; but his attention is somewhat diverted by casting his eyes on the clouds, not in admiration of what you say, but for fear of a shower. He is pleased with your placing him in the triumvirate, between yourself and me; though he says that he doubts he shall fare like Lepidus, while one of us runs away with all the power like Augustus, and another with all the pleasure like Anthony. It is upon a foresight of this that he has fitted up his farm, and you will agree that this scheme of retreat at least is not founded upon weak appearances. Upon his return from the bath, all peccant humors, he finds, are purged out of him; and his great temperance and economy are so signal that the first is fit for my constitution, and the latter would enable you to lay up so much money as to buy a bishopric in England. As to the return of his health and vigor, were you here, you might inquire of his haymakers; but as to his temperance, I can answer that (for one whole day) we have had nothing for dinner but mutton broth, beans and bacon, and a barn-door fowl. * * *

Adieu. I am pretty well, my mother not ill, Dr. Arbuthnot vexed with his fever by intervals; I am afraid he declines, and we shall lose a worthy man; I am troubled about him very much.

Am, etc.,
Alexander Pope.

REV. SYDNEY SMITH TO MRS. ———.

July, 1836.

Dear Mrs. ———:—

I shall have great pleasure in calling for you to go to Mrs. Charles Buller, on Wednesday. Mrs. Sydney's arm is rather better, many thanks for the inquiry. Very high and very low temperature extinguishes all human sympathy and relations. It is impossible to feel affection beyond 78° or below 20° of Farenheit; human nature is too solid or too liquid beyond these limits. Man only lives to shiver or to perspire. God send that the glass may fall and restore me to my regard for you, which in the temperate zone is invariable.

Sydney Smith.

SYDNEY SMITH TO CHARLES DICKENS.

May 14, 1842.

My dear Dickens:—

I accept your obliging invitation conditionally. If I am invited by any man of greater genius than yourself, or one by whose works I have been more completely interested, I will repudiate you, and dine with the more splendid phenomenon of the two.

Ever yours sincerely,
Sydney Smith.

DR. JOHNSON TO MRS. PIOZZI.

London, July 8, 1784.

Dear Madam:—

What you have done, however I may lament it, I have no pretense to resent it, as it has not been injurious to me; I therefore breathe out one sigh more of tenderness, perhaps useless, but at least sincere.

I wish that God may grant you every blessing, that you may be happy in this world for its short continuance, and eternally happy in a better state; and whatever I can contribute to your happiness I am very ready to repay, for that kindness that soothed twenty years of a life radically wretched. * * * I am going into Derbyshire, and hope to be followed by your good wishes, for I am, with great affection,

Yours, etc.,
Sam Johnson.

LORD CHESTERFIELD TO DOCTOR MONSEY.

Bath, Nov. 26, 1766.

Pray, dear doctor, why must I not write to you? Do you gentlemen of the faculty pretend to monopolize writing in your prescriptions or proscriptions? I will write and thank you for your kind letters; and my writing shall do no hurt to any person living or dying; let the faculty say as much of theirs if they can. I am very sorry to find that you have not been *vastly* well of late; but it is *vastly* to the honor of your skill to have encountered and subdued almost all the ills of Pandora's box. As you are now got to the bottom of it, I trust that you have found hope—which is what we all live upon, much more than upon enjoyment, and without which we should be, from our boasted reason, the most miserable animals of the creation. I do not think that a physician should be admitted into the college till he could bring proofs of his having cured, in his own person, at least four *incurable* distempers. In the old days of laudable and rational chivalry, a knight could not even present himself to the adorable object of his affections till he had been unhorsed, knocked down, and had two or three spears or lances in his body! but indeed he must be conqueror at last, as you have been. * * * And so good-night, dear doctor.

Chesterfield.

ROBERT BURNS TO MRS. DUNLOP.

Ellisland, June 13, 1788.

* * * Your surmise, madam, is just. I am, indeed, a husband. * * * To jealousy and infidelity I am an equal stranger. My preservation from the first is the most thorough consciousness of her sentiments of honor, and of her attachment to me; my antidote against the last is my long and deep-rooted affection for her.

In housewife matters, of aptness to learn, and activity to execute, she is eminently

mistress; and during my absence in Nithsdale, she is regularly and constantly apprentice to my mother and sisters in their dairy and other rural business.

The muses must not be offended when I tell them the concerns of my wife and family will, in my mind, always take the *pas;* but I assure them their ladyships will ever come next in place. * * *

The most placid good nature, and sweetness of disposition; a warm heart, gratefully devoted with all its powers to love me; vigorous health, and sprightly cheerfulness, set off to the best advantage by a more than commonly handsome figure; these, I think, in a woman, may make a good wife, though she should have never read a page but the Scriptures of the Old and New Testaments, nor have danced in a brighter assembly than a penny-pay wedding.

Robert Burns.

LADY BLESSINGTON TO WALTER SAVAGE LANDOR.

Gore House, Kensington Gore, Mar. 10, 1836.

* * * *If we were only half as lenient to the living as we are to the dead, how much happiness might we render them, and from how much vain and bitter remorse might we be spared, when the grave, the all-atoning grave, has closed over them.* I long to read your book; it will be to me like water in the desert to the parched pilgrim. Let me hear from you, and, above all, tell me that you will take up your abode with me, where quiet and friendship await you.

M. Blessington.

ROBERT SOUTHEY TO GROSVENOR C. BEDFORD.

Jan. 21, 1799.

My dear Grosvenor:—

You ask me why the devil rides on horseback. The Prince of Darkness is a gentleman, and that would be reason enough; but, moreover, the history doth aver that he came on horseback for the old woman, and rode before her, and that the color of the horse was black. Should I falsify the history, and make Apollyon a pedestrian? Besides, Grosvenor, Apollyon is cloven-footed; and I humbly conceive that a biped—and I never understood his dark majesty to be otherwise—that a biped, I say, would walk clumsily upon cloven feet. Neither hath Apollyon wings, according to the best representations; and, indeed, how should he? For, were they of feathers, like the angels', they would be burned in the everlasting fire; and were they of leather, like a bat's, they would be shrivelled. I conclude, therefore, that wings he hath not. Yet do we find, from sundry reputable authors and divers histories, that he transporteth himself from place to place with exceeding rapidity. Now, as he cannot walk fast or fly, he must have some conveyance. Stage-coaches to the infernal regions there are none, though the road be much frequented. Balloons would burst at setting out, the air would be so rarified with the heat. But horses he may have of a particular breed. I am learned in Daemonology, and could say more, but this sufficeth. * * * God bless you.

Yours affectionately,

R. Southey.

WASHINGTON IRVING TO MRS. PARIS.

Madrid, 1845.

* * * My evening drives, though lonely, are pleasant. You can have no idea of the neighborhood of Madrid from that of other cities. The moment you emerge from the gates you enter upon a desert; vast wastes as far as the eye can

reach of undulating and in part hilly country, without trees or habitations, green in the early part of the year, and cultivated with grain, but burnt by the summer sun into a variety of browns, some of them rich, though sombre. A long picturesque line of mountains closes the landscape to the west and north, on the summits of some of which the snow lingers even in midsummer. The road I generally take, though a main road, is very solitary. Now and then I meet a group of travelers on horseback, roughly clad, with muskets slung behind their saddles, and looking very much like the robbers they are armed against; or a line of muleteers from the distant provinces, with their mules hung with bells, and tricked out with worsted bobs and tassels; or a goatherd driving his flock of goats home to the city for the night, to furnish milk for the inhabitants. Every group seems to accord with the wild, half-savage scenery around; and it is difficult to realize that such scenery and such groups should be in the midst of a populous and ancient capital. Some of the sunsets behind the Guadarrama Mountains, shedding the last golden rays over this vast, melancholy landscape, are really magnificent. I have had much pleasure in walking on the Prado on bright moonlight nights. This is a noble walk within the walls of the city, and not far from my dwelling. It has alleys of stately trees, and is ornamented with five fountains, decorated with statuary and sculpture. The Prado is the great promenade of the city. One grand alley is called the saloon, and is particularly crowded. In the summer evening there are groups of ladies and gentlemen seated in chairs and holding their tertulias or gossiping parties until a late hour. But what most delights me are the groups of children, attended by their parents or nurses, who gather about the fountains, take hands, and dance in rings to their own nursery songs. They are just the little beings for such a fairy moonlight scene. I have watched them night after night, and only wished I had some of my own little nieces or grandnieces to take part in the fairy ring. These are all the scenes and incidents I can furnish you from my present solitary life. * * *

THOMAS CAMPBELL TO ARCHIBALD CONSTABLE.

November 3, 1802.

Dear Sir:—

"The rain it rains in Mirrylandtown," as an old songster says, and having caught a severe cold, I dare not expose myself to-day to bide the pelting of this pitiless storm—like old Lear—but propose to spend the day at home in fasting, meditation, and prayer. I trust that two refusals of a good dinner will not eject me from your dining table to all eternity, for I live in hopes of another invitation, when I shall be able to venture abroad. With great sincerity, I am, etc.,

Thomas Campbell.

WILLIAM GODWIN TO ARCHIBALD CONSTABLE.

October 7, 1816.

My dear Sir:—

I most willingly subscribe to your alteration in the title of my novel, to be made in your announcing it in the *Review*.

My object in adding the two words you object to (in England) was to give a more clear idea of the plan of the work. My second book of this sort was entitled "St. Leon, a Tale of the Sixteenth Century." The subject of the book was the ideas entertained by the alchemists, and the scene was variously in different parts of the continent.

The scene of my present novel is at home, and the subject relates to the manners

of the English nation in the seventeenth century. So much intelligence I intended to convey by the title I sent you; but I am aware that sense must sometimes be sacrificed to graceful phraseology.

I am deep in the fury of composition.

Ever faithfully yours,
W. Godwin.

SIR WALTER SCOTT TO R. P. GILLIES.

Edinburgh, 1813.

My dear Sir:—

I am very sorry it will not be in my power to wait upon you again at kale-time, till I return from Abbotsford, my time being already occupied by far too much of engagements abroad, and too much to do at home. When I return, I shall be happy to meet Sir Brooke in Heriot Row.

Pray don't talk of yourself in the way you do. Your health, it is true, is not such as I sincerely wish it to be, but then you have many means of alleviating the tedium of indisposition, both by your pleasure in perusing the works of others, and your own

"Skill to soothe the lagging hour,
With no inglorious song."

You must not, therefore, allow yourself to be depressed by your complaints, but seek amusements in those harmless and elegant pursuits which will best divert your mind from dwelling upon them. I am sensible that it is more easy to recommend than to practice that command of spirit which abstracts us from the immediate source of pain or languor. But it is no less necessary that this exertion should be made, and really in this world the lots of men are so variously assigned to them that each may find in his own case circumstances of pleasure as well as points of pain unknown to others.

Excuse the freedom I use, and believe me, with every kind wish, very much yours,
WALTER SCOTT.

JOHN ADAMS TO HIS WIFE, THE DAY AFTER HIS INAUGURATION AS PRESIDENT.

Philadelphia, Mar. 5, 1797.

My dearest Friend:—

Your dearest friend never had a more trying day than yesterday. A solemn scene it was, indeed; and it was made more affecting to me by the presence of the General (Washington), whose countenance was as serene and unclouded as the day. He seemed to me to enjoy a triumph over me. Methought I heard him say, "Ay! I am fairly out, and you fairly in! See which of us will be happiest." When the ceremony was over, he came and made me a visit, and cordially congratulated me, and wished my administration might be happy, successful, and honorable.

It is now settled that I am to go into his house. It is whispered that he intends to take French leave to-morrow. I shall write you as fast as we proceed. My chariot is finished, and I made my first appearance in it yesterday. It is simple, but elegant enough. My horses are young, but clever.

In the chamber of the House of Representatives was a multitude as great as the space could contain, and I believe scarcely a dry eye but Washington's. The sight of the sun setting full-orbed, and another rising, though less splendid, was a novelty. Chief-Justice Ellsworth administered the oath, and with great energy. Judges Cushing, Wilson, and Iredell were present; many ladies. I had not slept well the night before, and did not sleep well the night after. I was unwell, and did not know whether I should go through or not. I did, however. How the business was received, I know not; only I have been told that Mason, the treaty publisher, said we

should lose nothing by the change, for he never heard such a speech in public in his life.

All agree that, taken altogether, it was the sublimest thing ever exhibited in America.

I am, my dearest friend, most affectionately and kindly yours,

John Adams.

THOMAS JEFFERSON TO JOHN ADAMS, ON THE DEATH OF MRS. ADAMS.

Monticello, Nov. 13, 1818.

The public papers, my dear friend, announce the fatal event of which your letter of October 20th had given me ominous forebodings. Tried myself in the school of affliction, by the loss of every form of connection which can rive the human heart, I know full well and feel what you have lost, what you have suffered, are suffering, and have yet to endure. The same trials have taught me that for ills so immeasurable time and silence are the only medicine. I will not, therefore, by useless condolences, open afresh the sluices of your grief, nor, although mingling sincerely my tears with yours, will I say a word more where words are vain, but that it is some comfort to us both that the time is not very distant at which we are to deposit in the same cerement our sorrows and suffering bodies, and to ascend in essence to an ecstatic meeting with the friends we have loved and lost, and whom we shall still love and never lose again. God bless and support you under your heavy affliction.

Thomas Jefferson.

THOMAS GRAY TO MR. MASON ON THE DEATH OF MRS. MASON.

March 28th, 1767.

I break in upon you at a moment when we least of all are permitted to disturb our friends, only to say that you are daily and hourly present to my thoughts. If the worst be not yet past, you will neglect and pardon me; but if the last struggle be over, if the poor object of your long anxieties be no longer sensible to your kindness, or to her own sufferings, allow me (at least in idea, for what could I do, were I present, more than this?) to sit by you in silence, and pity from my heart, not her who is at rest, but you who lose her. May He who made us, the Master of our pleasures and our pains, preserve and support you. Adieu. I have long understood how little you had to hope.

EDGAR A. POE TO MRS. S. H. WHITMAN.

Oct. 18, 1848.

* * * I suffered my imagination to stray with you, and with the few who love us both, to the banks of some quiet river in some lovely valley of our land. Here, nor far secluded from the world, we exercised a taste controlled by no conventionalities, but the sworn slave of a Natural Art, in the building for ourselves a cottage which no human being could ever pass without an ejaculation of wonder at its strange, weird, and incomprehensible, yet simple, beauty. Oh, the sweet and gorgeous, but not often rare, flowers in which we half buried it—the grandeur of the magnolias and tulip trees which stood guarding it—the luxurious velvet of its lawn—the lustre of the rivulet that ran by its very door—the tasteful yet quiet comfort of its interior—the music—the books—the unostentatious pictures—and, above all, the love, the love that threw an unfading glory over the whole. Alas! all is now a dream.

CHRISTOPHER COLUMBUS TO HIS SON.

To my very dear Son, Diego Columbus:—

My dear Son—Diego Mendez departed from this place on Monday, the 3d of

this month. After his departure I conversed with Amerigo Vespucci, the bearer of this, who has been summoned to court upon matters of navigation. He has always been desirous of pleasing me, and is a very worthy man. Fortune has been unpropitious to him, as to many others, and his labors have not profited him as much as reason would seem to require. He goes for me, and with a great desire to do something which may redound to my advantage, if it is in his power. I know not here what instructions to give him that will benefit me, because I know not what is desired of him there. He goes determined to do for me all that is possible. See what can be done to advantage there, and labor for it, that he may know and speak of everything and set things in motion. Let everything be done secretly, that no suspicion may arise. I have said to him all that I can say touching this business, and I have informed him of the payments which have been made to me and which are yet to make. * * * * May the Lord have you in his holy keeping!

Done at Seville, February 5, 1505.

Thy father, who loves thee better than himself,

Christopher Columbus.

THOMAS MOORE TO LEIGH HUNT.

Mayfield Cottage, Mar. 7, 1814.

My dear Hunt:—

I do forgive you for your long silence, though you have much less right to be careless about our non-intercourse than I have—if I knew as little about you and your existence as you know of me, I should not feel quite so patient under the privation—but I have the advantage of communing with you, for a very delightful hour, every Tuesday evening, of knowing your thoughts upon all that passes, and of exclaiming, "right! bravo! exactly!" to every sentiment you express; whereas, from the very few signs of life I give in the world, you can only take my existence for granted, as we do that of the

"Little woman under the hill,
Who, if she's not gone, must live there still."

However, I *do* forgive you, and only wish I could pay you back a millesimal part of the pleasure which—in various ways—as poet, as politician, as partial friend, you have lately given me. Your *Rimini* is beautiful, and its only faults such as you are aware of, and prepared to justify. There is that maiden charm of originality about it—that "integer, illibatusque succus," which Columella tells us the bees extract—that freshness of the living fount which we look in vain for in the bottled-up Heliconian of ordinary bards; in short, it is poetry; and notwithstanding the quaintnesses, the coinages, and even affectations, with which, *here* and *there*—

I had just got so far, my dear Hunt, when I was interrupted by a prosing neighbor, who has put everything I meant to say out of my head; so, there I must leave you, impaled on the point of this broken sentence, and wishing you as little torture there as the nature of the case will allow. I have only time to say again that your poem is beautiful, and that, if I do not exactly agree with some of your notions about versification and language, the general spirit of the work has more than satisfied my utmost expectations of you. If you go on thus, you will soon make some of Apollo's guests "sit below the salt." The additions to this latter poem are excellent, and the lines on music at the end are full of beauty.

There are many of the lines of *Rimini* that "haunt me like a passion." I don't know whether I ought to own that these are among the number. I quote from memory:—

"The woe was short, was fugitive, is past!
The song that sweetens it, may always last."

I am afraid you will set this down among your regular, sing-song couplets—to me it is all music. * * * Ever, my dear Hunt, most faithfully yours,

Thomas Moore.

I hope to deliver my mighty work into Longman's hands in May; but, of course, it will not go to press till after the summer.

PERCY BYSSHE SHELLEY TO LEIGH HUNT.

Livorno, Sept. 3, 1819.

My dear Friend:—

At length has arrived Ollier's parcel, and with it the portrait. What a delightful present! It is almost yourself; and we sat talking with it, and of it, all the evening. It is a great pleasure to us to possess it, a pleasure in a time of need, coming to us when there are few others. How we wish it were you, and not your picture! How I wish we were with you!

This parcel, you know, and all its letters, are now a year old; some older. There are all kinds of dates, from March to August, 1818, and "your date," to use Shakspeare's expression, "is better in a pie or a pudding, than in your letter." "Virginity," Parolles says; but letters are the same thing in another shape.

With it came, too, Lamb's works. I have looked at none of the other books yet. What a lovely thing is his *Rosamond Gray!* How much knowledge of the sweetest and deepest part of our nature is in it! When I think of such a mind as Lamb's, when I see how unnoticed remain things of such exquisite and complete perfection, what should I hope for myself, if I had not higher objects in view than fame?

I have seen too little of Italy and of pictures. Perhaps Peacock has shown you some of my letters to him. But at Rome I was very ill, seldom able to go out without a carriage; and though I kept horses for two months, yet there is so much to see! Perhaps I attended more to sculpture than painting—its forms being more easily intelligible than those of the latter. Yet I saw the famous works of Raphael, whom I agree with the whole world in thinking the finest painter. Why, I can tell you another time. With respect to Michael Angelo, I dissent, and think with astonishment and indignation on the common notion that he equals, and in some respects exceeds Raphael. He seems to me to have no sense of moral dignity and loveliness; and the energy for which he has been so much praised appears to me to be a certain rude, external, mechanical quality, in comparison with anything possessed by Raphael, or even much inferior artists. His famous painting in the Sixtine Chapel seems to me deficient in beauty and majesty, both in the conception and the execution. He has been called the Dante of painting; but if we find some of the gross and strong outlines, which are employed in the few most distasteful passages of the *Inferno*, where shall we find *your* Francesca?—where, the spirit coming over the sea in a boat, like Mars rising from the vapors of the horizon?—where, Matilda gathering flowers, and all the exquisite tenderness, and sensibility and ideal beauty, in which Dante excelled all poets except Shakspeare?

As to Michael Angelo's *Moses*—but you have seen a cast of that in England. I write these things, Heaven knows why!

I have written something and finished it, different from anything else, and a new attempt for me; and I mean to dedicate it to you. I should not have done so without your approbation, but I asked your picture last night and it smiled assent. If I did not think it in some degree worthy of you, I would not make you a public offering of it. I expect to have to write to you soon about it. If Ollier is not turned Christian, Jew, or become infected with *the Murrain*, he will publish it. Don't let

him be frightened, for it is nothing which by any courtesy of language can be termed either moral or immoral.

Mary has written to Marianne for a parcel, in which I beg you will make Ollier inclose what you know would most interest me—your *Calendar* (a sweet extract from which I saw in the *Examiner*), and the other poems belonging to you; and, for some friends of mine, my *Eclogue*. This parcel, which must be sent instantly, will reach me by October; but don't trust letters to it, except just a line or so. When you write, write by the post. Ever your affectionate,

P. B. S.

My love to Marianne and Bessy, and Thornton, too, and Percy, etc.; and if you could imagine any way in which I could be useful to them here, tell me. I will inquire about the Italian chalk. You have no idea of the pleasure this portrait gives us.

E. LYTTON BULWER TO WILLIAM GODWIN.

Bognor, Sept. 17, 1830.

My dear Sir:—

I am greatly obliged and pleased by your letter, and I am unexpectedly rejoiced that my address to the people of Southwark should produce one effect—an increase of your good opinion. You surprise and grieve me, however, by thinking so ill of my judgment as to imagine me slow in seeking your acquaintance. The fact is, that you a little misconceive my character. I am in ordinary life so very reserved and domiciliated a person, that to court anybody's good opinion as I have done yours is an event in my usual quietude of habit.

With respect to the utilitarian—not "self-love" system of morals, all I can say is that I am convinced if I commit a blunder it is in words, not things. I understand by the system that benevolence may be made a passion, that it is the rule and square of all morality; that virtue loses not one atom of its value, or one charm from its loveliness. If I err, I repeat, it is in words only. But my doctrine is not very bigotedly embraced. And your essay has in two points let a little skepticism into a rent in my devotion.

My advice, or rather opinion, such as it may be, is always most heartily at your service, and you will flatter and gratify me by any desire for it.

I am living here very quietly and doing, what think you? writing poetry. After that, it may be superfluous to tell you that Bognor is much resorted to by insane people. Ever and most truly yours,

E. Lytton Bulwer.

JOHN HOWARD PAYNE TO WILLIAM GODWIN.

New York, Nov. 30, 1833.

My dear Mr. Godwin:—

I have written a letter or two which I have reason to believe you never saw; but I presume those detailing the shuffling and ill-treatment of the booksellers on the subject of your novel, must have reached you. I hope you are satisfied I did everything in my power to secure you some advantage from this work. But I am now convinced that, unless for some party purpose, it is impossible to create a more liberal spirit in reference to literary matters here than the law enables me to *command:* and in your case the law gave all the power out of your hands. Competition, if it could have been kindled, might have given some power to the possessor of the earliest copy, but I labored in vain to create such a spirit; and after great efforts, and one or two long

journeys, was obliged quietly to let a paltry edition appear, and endure to be laughed at for my philippics against the powerful booksellers, who, for a hope of disreputable profit, could stoop to so much meanness.

I have only a moment to spare for the purpose of asking your civilities to a friend of mine—Mr. Rand, an artist. He has been kind enough to promise me your portrait, if you will so far oblige me as to sit for it. I know this is asking much, but I shall prize the favor in proportion to the sacrifice. I feel persuaded that Mr. Rand will produce such a picture as will deserve to be prized; and a good likeness of you I should deem invaluable.

Thomas Cooper has been obliged to appeal to public sympathy for his family. The people came forward very handsomely. At Philadelphia they had a benefit which yielded $2,500, and one was lately given in New York, amounting to $4,500.

I am, etc.,
John Howard Payne.

REV. GEORGE CRABBE TO MRS. LEADBETTER.

Trowbridge, 1st of 12th month, 1816.

* * * But are you not your father's own daughter? Do you not flatter after his manner? How do you know the mischief you may do in the mind of a vain man, who is but too susceptible of praise, even while he is conscious of so much to be placed against it? I am glad that you like my verses; it would have mortified me much if you had not, for you can judge as well as write. * * *

Yours are really very admirable things; and the morality is as pure as the literary merit is conspicuous. I am not sure that I have read all that you have given us, but what I have read has really that rare and all but undefinable quality, genius; that is to say, it seizes on the mind and commands attention, and on the heart and compels its feelings. How could you imagine that I could be otherwise than pleased—delighted rather—with your letter? And let me not omit the fact that I reply the instant I am at liberty, for I was enrobing myself for church. * * *

But your motive for writing to me was your desire of knowing whether my men and women were really existing creatures or beings of my own imagination. Nay, Mary Leadbetter, yours was a better motive; you thought that you should give me pleasure by writing, and yet—you will think me very vain—you felt some pleasure yourself in renewing the acquaintance that commenced under such auspices! Am I not right? My heart tells me that I am, and hopes that you will confirm it. Be assured that I feel a very cordial esteem for the friend of my friend—the virtuous, the worthy character whom I am addressing. Yes, I will tell you readily about my creatures, whom I endeavored to paint as nearly as I could and dared, for in some cases I dared not. This you will readily admit; besides, charity bade me be cautious. Thus far you are correct; there is not one of whom I had not in my mind the original, but I was obliged in some cases to take them from their real situations; in one or two instances to change even the sex, and in many the circumstances. The nearest to real life was the proud, ostentatious man in the "Borough," who disguises an ordinary mind by doing great things; but the others approach to reality at greater or less distances. Indeed, I do not know that I could paint merely from my own fancy, and there is no cause why we should. Is there not diversity sufficient in society? And who can go, even but a little, into the assemblies of our fellow wanderers from the way of perfect rectitude, and not find characters so varied and so pointed that he need not call upon his imagination?

Will *you* not write again? Write *to* thee, or *for* the public? wilt thou not ask? *To* me, and *for* as many as love and can discern the union of strength and simplicity, purity and good sense. *Our* feelings and *our* hearts is the language you can adopt. Alas! I cannot with propriety use it; *our* I too once could say, but I am alone now, and since my removing into a busy town, among the multitude, the loneliness is but more apparent and more melancholy. But this is only at certain times; and then I have, though at considerable distances, six female friends, unknown to each other, but all dear, very dear to me. With men I do not much associate, not as deserting, and much less disliking, the male part of society, but as being unfit for it; not hardy nor grave; not knowing enough; not sufficiently acquainted with the every-day concerns of men. But my beloved creatures have minds with which I can better assimilate. Think of you I must, and of me I must entreat that you would not be unmindful.

Thine, dear lady, very truly,
George Crabbe.

QUEEN ANNE BOLEYN TO HENRY THE EIGHTH.

Sir:—

Your grace's displeasure and my imprisonment are things so strange unto me, as what to write, or what to excuse, I am altogether ignorant. Whereas you send unto me (willing me to confess a truth, and so obtain your favor) by such an one whom you know to be mine ancient professed enemy, I no sooner received this message by him than I rightly conceived your meaning; and if, as you say, confessing a truth indeed may procure my safety, I shall, with all willingness and duty, perform your command.

But let not your grace ever imagine that your poor wife will ever be brought to acknowledge a fault where not so much as a thought thereof proceeded. And, to speak a truth, never prince had wife more loyal in all duty, and in all true affection, than you have ever found in Anne Boleyn; with which name and place I could willingly have contented myself, if God and your grace's pleasure had been so pleased. Neither did I at any time so far forget myself in my exaltation, or received queenship, but that I always looked for such an alteration as now I find; for the ground of my preferment being on no surer foundation than your grace's fancy, the least alteration I know was fit and sufficient to draw that fancy to some other subject. You have chosen me from a low estate to be your queen and companion, far beyond my desert and desire. If, then, you found me worthy of such honor, good your grace let not any light fancy, or bad counsel of mine enemies withdraw your princely favor from me; neither let that stain, that unworthy stain, of a disloyal heart toward your good grace, ever cast so foul a blot on your most dutiful wife, and the infant princess, your daughter. Try me, good king, but let me have a lawful trial; and let not my sworn enemies sit as my accusers and judges; yea, let me receive an open trial (for my truth shall fear no open shame); then shall you see either mine innocence cleared, your suspicion and conscience satisfied, the ignominy and slander of the world stopped, or my guilt openly declared. * * *

If ever I found favor in your sight, if ever the name of Anne Boleyn hath been pleasing in your ears, then let me obtain this request, and I will so leave to trouble your grace any further with my earnest prayers to the Trinity to have your grace in his good keeping, and to direct you in all your actions. From my doleful prison in the Tower, the 6th of May. Your most loyal and ever faithful wife.

DAVID HUME TO EDWARD GIBBON.

London, Oct. 24th, 1767.

Sir:—

It is but a few days ago since Mr. Deyverdun put your manuscript into my hands, and I have perused it with great pleasure and satisfaction. I have only one objection derived from the language in which it is written. Why do you compose in French, and carry faggots into the wood, as Horace says with regard to Romans who wrote in Greek? I grant that you have a like motive to those Romans, and adopt a language much more generally diffused than your native tongue; but have you not remarked the fate of those two ancient languages in following ages? The Latin, though then less celebrated, and confined to more narrow limits, has, in some measure, outlived the Greek, and is now more generally understood by men of letters. Let the French, therefore, triumph in the present diffusion of their tongue. Our solid and increasing establishments in America, where we need less dread the inundations of barbarians, promise a superior stability and duration to the English language.

Your use of the French tongue has also led you into a style more poetical and figurative, and more highly colored than our language seems to admit of in historical productions; for such is the practice of French writers, particularly the more recent ones, who illuminate their pictures more than custom will permit us. On the whole, your history is written, in my opinion, with spirit and judgment, and I exhort you very earnestly to continue it. The objections that occurred to me, on reading it, were so frivolous that I shall not trouble you with them, and should, I believe, have a difficulty to recollect them. I am, with great esteem,

Your most obedient servant,
David Hume.

SIR ISAAC NEWTON TO MR. LOCKE.

Sir:—

The last winter, by sleeping too often by my fire, I got an ill habit of sleeping, and a distemper which this summer has been epidemical put me further out of order, so that when I wrote to you I had not slept an hour a night for a fortnight, and for five days together not a wink. I remember I wrote to you, but what I said of your book I remember not. If you please to send me a transcript of that passage, I will give you an account of it, if I can.

I am your most humble servant,
Isaac Newton.

EDMUND BURKE TO DR. WILLIAM ROBERTSON.

I am perfectly sensible of the very flattering description I have received in your thinking me worthy of so noble a present as that of your "History of America." I have, however, suffered my gratitude to live under some suspicion by delaying my acknowledgment of so great a favor. But my delay was only to render my obligation to you more complete, and my thanks, if possible, more merited. The close of the session brought a good deal of very troublesome, though not important business on me at once. I could not go through your work with one breath at that time, though I have done it since. I am now enabled to thank you, not only for the honor you have done me, but for the great satisfaction, and infinite variety and compass of instruction I have received from your incomparable work. * *

The part which I read with the greatest pleasure is the discussion on the manners

and character of the inhabitants of that new world. I have always thought, with you, that we possess at this time very great advantages toward the knowledge of human nature. We need no longer go to history to trace it in all its stages and periods. History, from its comparative youth, is but a poor instructor. When the Egyptians called the Greeks children in antiquities, we may well call them children; and so we may call all those nations which were able to trace the progress of society only within their own limits. But now the great map of mankind is unrolled at once, and there is no state or gradation of barbarism, and no mode of refinement, which we have not at the same moment under our view; the very different civility of Europe and China; the barbarism of Persia and of Abyssinia; the erratic manners of Tartary and of Arabia; the savage state of North America and of New Zealand. Indeed, you have made a noble use of the advantages you have had. You have employed philosophy to judge on manners, and from manners you have drawn new resources for philosophy. * * *

Adieu, sir; continue to instruct the world; and whilst we carry on a poor unequal conflict with the passions and prejudices of our day, perhaps with no better weapons than other prejudices and passions of our own, convey wisdom at our expense to future generations.

MISS CHARLOTTE CUSHMAN TO A YOUNG FRIEND.

* * * I knew all you have told me of your circumstances, before I spoke to you. You will believe, from what I have told you of my own character and study, that I do not recklessly waste my feelings; and when you ask me if I shall despise you for your employment, you little know the admiration you have excited in me by your capabilities, and I admire you all the more for not despising it yourself. How many there are who have *a horror of my profession!* Yet I dearly love the very hard work, the very drudgery of it, which has made me what I am. Despise labor of any kind! I honor it, and only despise those who do not find sufficient value in it to admire. You did not know me when you asked me if I would despise you for it! But you must find little time for practicing music—a hard and labor-demanding vocation. I have tried it myself, therefore am fully qualified to speak of it. Have you calculated the time it must take to fit you for a teacher, and are you able to give your whole heart to it? For, indeed, it demands it. Your gentleness of disposition will do much for you in it, for oh! it requires more patience than brains. But you have brains of no ordinary kind, that would be chained into a narrow compass over a piano. How very many with no earthly capacity,—mere machines, automata,—rise to eminence as pianists and teachers of the piano!

It seems to me a waste of God's greatest gift, intellect. It is not alone poetry that you write well. Your notes and letters are mature, and free from girlishness or mawkish sentiment. You write as freshly as you think, and your thoughts are as genuine and fresh as your expression; and I could almost grieve over those circumstances which have given you more confidence in this than in your other gifts. Would not the time spent upon the study of the piano prove of more serious benefit to you spent in the study of the poetic art?

I have not time even to tell you what I think of your lines, but I will in a few days. Meantime let me urge you to condense your thoughts, to bring them all into the fewest words possible. Concentration is the grand merit of all writing as well as all action. You have the power in you, and you will show it.

Now that I know your ideas upon the profession you are preparing yourself for, I

have not a word to say. You seemed to me "young thoughted." I imagined it but a fancy that possessed you, as likely to bring only pleasure in its employment. I know the toil it is. I know the wearying work it is to teach. I know the unceasing and untiring patience it requires, and I feared you had not looked upon all the disagreeables. However, I find you *have*, and you seem to have judged prudently. But were your situation other than it is, were more required of you, *pecuniarily*, I should have advised anything on earth but teaching as a means of living. Don't let anything that I have said cause you a moment's care with regard to it. I think I told you in my last that, not knowing your idea, I was not competent to give an opinion; not for the world would I interfere with what seems, as you present it to me, prudent. Yet remembering that, no matter how much you teach, you must be kept in *practice* yourself, or you fail to inspire confidence, I feel you have selected a laborious profession; but God speed you, and give you patience, which is *all* that is necessary.

* * *

THOMAS DE QUINCY TO HIS DAUGHTER EMILY.

Thursday Night, Nov. 6, 1856.

Now, my dear Emily, the time is close at hand when, if you are quite disentangled from engagements, I should feel greatly obliged by your coming home. Yet stop! not *too* soon; pause for a few days, and for the following reason. Several, to wit two (if not three) long letters,—one I think, dated two months ago, were written by me to yourself and to Mr. Craig. Unfortunately they both fell into a pile of papers, from which I never could extricate them without more serious trouble than the press laborers would allow me. To-morrow, or maybe to-night, I shall find them. But now, if you were to come away too suddenly, to whom could I send them? These elaborate letters will, in that case, want a reader, which is dreadful. So to a certainty I will send two at least to-morrow or by Sunday. Would you believe it? not until yesterday, viz., Wednesday, November 5th, the clock then stricking *four* P. M., did I write the last correction on the last proof, viz., the Prefatory Notice of the new "Confessions." All last night, and I presume all this day, the machine (so I believe they call the last new invention for throwing off copies rapidly) has been at work; and one single copy, wanting the Prefatory Notice, was sent off to London upon Tuesday night, November 4th, for the purpose of being what is technically called *subscribed*. I shall wait with some little anxiety the result. * * *

THOMAS DE QUINCEY TO ———.

At my birth, among the fairies that honoured this event by their presence was one —an excellent creature—who said, "The gift which I bring for the young child is this: Among the dark lines in the woof of his life I observe one which indicates a trifle of procrastination as lying amongst his frailties, and from that frailty I am resolved to take out the sting. My gift, therefore, is—that, if he must always seem in danger of being too late, he shall very seldom be so in fact." Upon which up jumped a wicked old fairy, vexed at not having received a special invitation to the natal festivity, who said, "*You'll* take the sting out, will you? But now, madam, please to see me put it back again. *My* gift is that, if seldom actually in danger of being too late, he shall always be in fear of it! Not often completing the offense, he shall forever be suffering its penalties." Yes, so she said; and so it happened. The curse which she imposed I could not evade. My only resource was to take out my evenge in affronting her. On this occasion I whispered to her, whilst mounting the

box, "Well, old girl, here I am; and, *as usual*, quite in time." That word, "*as usual*" must, I knew, be wormwood to her heart, so I repeated it, saying, "Your malice, old cankered lady, is defeated, you see, *as usual*." "Certainly, my son," was her horrid reply, "you are in time, and generally are so. But it grieves me to know that for the last half hour you have been suffering horrid torments of mind."

COLONEL ROBERT G. INGERSOLL TO A FRIEND WHO HAD LOST HIS MOTHER.

* * * After all, there is something tenderly appropriate in the serene death of the old. Nothing is more touching than the death of the young, the strong; but when the duties of life have all been nobly done—when the sun touches the horizon—when the purple twilight falls upon the present, the past, and future—when memory with dim eyes can scarcely spell the records of the vanished days—then, surrounded by kindred and by friends, death comes like a strain of music. The day has been long, the road weary, and we gladly stop at the inn.

Life is a shadowy, strange and winding road, on which we travel for a little way—a few short steps, just from the cradle, with its lullaby of love, to the low and quiet wayside inn, where all at last must sleep and where the only salutation is "Good night!"

Nearly forty-eight years ago, under the snow in the little town of Cazenovia, my poor mother was buried. I was but two years old. I remember her as she looked in death. That sweet, cold face has kept my heart warm through all the years.

MADAME RÉCAMIER TO HER NIECE.

Aix-la-Chapelle, Aug. 26, 1818.

I write very seldom to you, my poor dear little girl, because I am still an invalid; but I think of you a great deal, and with lively affection. I have not a grief, not a vexation, that I do not say to myself that I will do all that is in my power to prevent your being exposed to the same trials. In your happiness I hope to find my consolation; prove your gratitude by striving to perform all your duties. I have been deeply touched by your praying for me after receiving absolution. Poor dear little one, may Heaven bless you, and may you be happier than I!

MISS EDGEWORTH TO MRS. SOMERVILLE.

Edgeworthtown, May 31st, 1832.

My dear Mrs. Somerville:—

There is one satisfaction at least in giving knowledge to the ignorant, to those who know their ignorance at least, that they are grateful and humble. You should have my grateful and humble thanks long ago for the favour—the honor—you did me by sending me that Preliminary Dissertation, in which there is so much knowledge, but that I really wished to read it over and over again at some intervals of time, and to have the pleasure of seeing my sister Harriet read it, before I should write to you. She has come to us, and has just been enjoying it, as I knew she would. For my part, I was long in the state of the boa constrictor after a full meal—and I am but just recovering the powers of motion. My mind was so distended by the magnitude, the immensity, of what you put into it! I am afraid that if you had been aware how ignorant I was you would not have sent me this dissertation, because you would have felt that you were throwing away much that I could not understand, and that could be better bestowed on scientific friends capable of judging of what they admire. I can only assure you that you have given me a great deal of pleasure; that you have enlarged my conception of the sublimity of the universe, beyond any ideas I had ever before been enabled to form. * * *

I forgot to mention (page 58) a passage on the propagation of sound. It is a beautiful sentence, as well as a sublime idea, "so that at a very small height above the surface of the earth, the noise of the tempest ceases and the thunder is heard no more in those boundless regions where the heavenly bodies accomplish their periods in eternal and sublime silence."

Excuse me in my trade of sentence-monger, and believe me, dear Mrs. Somerville, truly your obliged and truly your affectionate friend,

Maria Edgeworth.

I have persuaded your dear curly-headed friend, Harriet, to add her own observations; she sends her love to you; and I know you love her, otherwise I would not press her to write her own *say*.

MISS JOANNA BAILLIE TO MRS. SOMERVILLE.

Hampstead, Feb. 1st, 1832.

My dear Mrs. Somerville:—

I am now, thank God! recovered from a very heavy disease, but still very weak. I will not, however, delay any longer my grateful acknowledgments for your very flattering gift of your Preliminary Dissertation. Indeed, I feel myself greatly honored by receiving such a mark of regard from one who has done more to remove the light estimation in which the capacity of women is too often held, than all that has been accomplished by the whole sisterhood of poetical damsels and novel-writing authors. I could say much more on this subject were I to follow my own feelings; but I am still so weak that writing is a trouble to me, and I have nearly done all that I am able. God bless and prosper you!

Yours gratefully and truly,

J. Baillie.

JOHN G. WHITTIER TO MRS. SARGENT.

Amesbury, Wednesday Eve.

My dear Mrs. Sargent:—

Few stronger inducements could be held out to me than that in thy invitation to meet Lucretia Mott and Mary Carpenter. But I do not see that I can possibly go to Boston this week. None the less do I thank thee, my dear friend, in thinking of me in connection with their visit.

My love to Lucretia Mott, and tell her I have never forgotten the kind welcome and generous sympathy she gave the young abolitionist at a time when he found small favor with his "orthodox" brethren. What a change she and I have lived to see! I hope to meet Miss Carpenter before she leaves us. For this, and for all thy kindness in times past, believe me gratefully thy friend,

John G. Whittier.

YOSHIDA TORAJIRO TO HIS FATHER.

1859.

My dear Father:—

I, Yoshida Torajiro, have been guilty of great errors, and have offended against the law of my country, yet still my life has been preserved. In looking back upon the last twenty-nine years I find I have frequently passed through great dangers; in fact, my very existence has often been in peril, and I know that I have caused great trouble to you all, my dear father and brothers. I have been a great offender and a bad son; but if I remain silent at the present crisis of our empire the result might be the destruction of the Imperial Government. * * *

I have heard that the samurai of Owari, Mito, and Yechizen have conceived a plan or putting an end to Ii Kamon no Kami, and when this came to my knowledge I leaped up and danced three hundred times. Rejoiced as I was, I reflected that if I were to join in the execution of the plot, people would laugh at me because I simply followed the lead of others. Therefore, I arranged with a few of my own friends and am going to Kioto with the object of killing Mabe Jensho. It is our desire to cut off his head and impale it on a bamboo, and thus manifest our resolution to serve the rightful cause. * * * There is nothing more glorious for me than to be distinguished in so honorable a manner, and I must prove my gratitude and loyalty without paying the slightest attention to the preservation of my life. I am not mindful of my duties to you, but I wish you to understand me that I have felt as if I were dead for a long time. I cannot write all I could wish, owing to the sorrowful state of my heart.

THOMAS HOOD TO B. W. PROCTER.

Dear Procter:—

I feel so *sure* that you do not know of my state, or you would come and see me, that I do not hesitate to ask it. I have been three months in bed and am given over; but, as I have never been quite alive for some years, was quite prepared for such a verdict.

As one of my earliest literary friends, come and say good-bye to

Yours, ever truly,
Thomas Hood.

LEIGH HUNT TO B. W. PROCTER.

Thanks for your thanks, my dear Procter—things which always seem to me so much to call for them, that I suppose it is out of the pure inability of seeing an end to the replication, that no such acknowledgments are made. You talk of my being ground young again in my writings; but you ask about the "Mill" in so lively a style of your own, that you seem to be in no want of it. * * *

Your considerate, abstract question, whether boiled chicken with macaroni is not better than mutton, I shall do my best to answer in the concrete next Tuesday, with all the masticatory faculties that are left me. Monday, I wish I could have said;—and I thought all days were at my disposal when I wrote last, but a correspondence has since grown upon me, which I do not think I can finish before Monday evening, and I am anxious when I come to you to be able to enjoy my visit without any drawback. * * *

As to "old times," great indeed will be my pleasure in talking about them.

With ever kindest regards,
Leigh Hunt.

HARRIET MARTINEAU TO CHAPMAN.

London, Jan. 24, 1855.

My dear Friend:—

You are generous in desiring me not to write to you if too busy. I need not say that keeping up my friendship with you is more important than any business, and dearer than most pleasures. I must tell you now why I have not written before; and I wish I could spare you, by the way of telling, any of the pain which I must give you. The last half-year has been the gravest, perhaps, that I have ever known. I think I told you of the sad cholera season when I was at Sydenham, and some of the

best people at work among us died, and others were sick and I had their work to do while ill myself, and sore at heart for the world's loss in them. Two months later died my very dear friend, the editor of the *Daily News*—cut off by a fever at the age of forty—a man whose place cannot possibly be filled. Since Dr. Follen's death I have not had such a personal sorrow; but in sight of his devoted wife and his four children, and the gap made in our public action by his loss, I could not dwell on my own sorrow. And now it turns out that I need not; for I am going to follow him. My dear friend, you are a brave woman, and you have shown that you can serenely part with comrades and friends, and work on for the cause; and you must do the same again. I will try to work with you for such time as I remain; but I am mortally ill, and there is no saying for how long this may be. * * *

This is not the answer you are looking for to your charming invitation, but such is life, and such a marplot is death! I think you can hardly want much information as to my state of feeling. My life has been a full and vivid one, so that I consider myself a very old woman indeed, and am abundantly satisfied with my share in the universe (even if that were of any real consequence). I have not the slightest anxiety about dying—not the slightest reluctance to it. I enjoy looking on, and seeing our world under the operation of a law of progress; and I really do not feel that my dropping out of it, now or a few years hence, is a matter worth drawing attention to at all,—my own or another's. * * *

And now, dear friend, farewell, at least for the present. If you *wish* to write, do so. But I do not ask it, because I desire that you should do what is most congenial to your own feelings. * * *

I am, while I live, your loving friend,
Harriet Martineau.

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